

Role Description & Person Specification/Advertising Profile

Finance Administration Officer

Treasury

What will you do?

Treasury's shared Financial Advisory Service provides high quality, effective, financial advice, support and management information across Government. In this role, you will provide excellent financial support to customer Departments to deliver their strategic objectives.

The Financial Advisory Service is moving towards a business partnering model, so you will support Finance Business Partners across the Service. This is an opportunity for you to get involved in shaping the service as well as delivering core financial services.

In your role as Finance Administration Officer you will work across one or more Department(s) and will provide trusted financial support to the Business Partners in delivering professional management information and financial advisory services. You will work as part of a cohesive team, which will provide a professional and resilient peer support network.

You will contribute to the effective financial management of the Isle of Man Government, including:

- Supporting budget holders to monitor budgets and expenditure
- Processing and monitoring services
- Help to maintain financial information in systems, databases and spreadsheet
- Delivering financial processes in line with Financial Regulations.
- Assisting with the provision of helpful and informative data for our customers

What does that involve?

The duties of a Finance Administration Officer will vary depending on the Customer Department. This role description is intended to cover most of the duties required, but not all activities may apply to all roles; this document is intended to be a guide to the general scope of duties.

1. Financial reporting

- Assist with monthly management accounts in line with the agreed monthly timetable. Ensure any appropriate accruals and journals have been input into the ledger within deadlines
- Support senior members of staff with reviews of cost centre and budget performance
- Complete basic monthly control account or payroll reconciliations
- Undertake audits of assets and/or petty cash using standard operating procedures

2. Provision of Advice

- Provide advice and assistance to other members of staff about correct coding of transactions and general financial queries
- Respond to financial queries from members of your Customer Department.

3. Finance processing and monitoring

- Preparation and input of financial transactions and budget journals, checking that policies and procedures are adhered to and that coding is correct
- Support any systems that the Department uses and post accounting entries.
- Liaise with Finance Shared Services to support the processing and monitoring of the Department's transactions.
- Day to day administration of the Department's purchase card system, including training and supporting users and the distribution of transaction logs.
- Liaise with Finance Shared Services to ensure that the central register of employee access to the Financial Accounting System is up to date.
- Review the Chart of Accounts to ensure it is accurate and reflects the organisation.
- Process any foreign payment requests as instructed

4. Information management

- Administration of Financial Advisory Service databases and records.
- Ensure annual inventories are returned and recorded.
- Ensure the integrity and confidentiality of information held within the Division, including control of access to computer and paper records, and ensuring that stored information can be readily retrieved
- Monitor any general Financial Advisory Service mailboxes

5. Supporting schemes and funds

- Administer any Departmental financial assistance or incentive schemes.
- Administer Department Schemes to include the processing of applications, payments to providers and responding to queries from customers or suppliers.
- Ensure annual returns for all funds are received and a register of authorised signatories is maintained.
- Process applications for the Cycle to Work Scheme.
- Administer Funds, processing reclaim forms for individual cost centres, applying for extensions and ensuring budget holders adhere to deadlines.

6. Strategic responsibilities

- Assist in the delivery of improvement projects for the Service and implementation of new procedures
- Contribute to producing management information and statistics
- Undertake financial analysis and provide data to managers in an appropriate format which would include designing and implementing reconciliatory spreadsheets using financial calculations
- Administer Delegation of Authority and ensure Appointment of Delegated Officer forms are received.
- Ensure divisional procedure notes are kept up to date

7. Any other duties

- Any other duties as requested, as deemed appropriate and relevant to the post and level of responsibility.

Isle of Man Civil Service Person Specification	
Job Title:	Finance Administration Officer
Department:	Treasury
Division:	Financial Advisory Service
Grade:	Administration Officer

What do you need to be successful in this role?

	Essential or Desirable	Method of Assessment
Credibility		
Relevant experience in an office environment	D	CV
Has open conversations	E	Interview
Addresses the issues	E	Interview
Builds supportive relationships	E	Interview
Is professional and credible	E	Interview
Capability		
Good IT skills particularly in Microsoft Excel but also Word and PowerPoint	E	CV
Experience of using Excel, Word and database systems	D	CV/Interview
Experience of using financial systems	D	CV
Good numeracy and analytical skills	E	CV/Interview
Able to work to a high degree of accuracy	E	CV/Interview
Able to engage with all levels in the organisation and with a wide range of customer groups	E	CV/Interview
Future focused	E	Interview
Makes considered decisions	E	Interview
Encourages innovation and supports change	E	Interview
Character		
Trusts and is trusted	E	Interview
Has positive energy and drive	E	Interview
Inspires, motivates and empowers	E	Interview
Other requirements		
Isle of Man Worker	D	Application
Ability to work and move across different locations	D	Interview