

Job Description

Job Title:	Executive Officer – Axapta Technical Support & Compliance
Division:	Treasury Finance Shared Services
Location:	3rd Floor, St Andrews House
Grade:	Executive Officer
Responsible to:	Accounts Manager

Job Purpose

To work with the Axapta Accounts Manager and the accounts team to develop a deliverable support system for the AX2012 Axapta Accounts System.

To work with the Accounts team to ensure compliance within the development of Axapta functionality; the implementation of further Axapta functionality and the integration of such into existing Departmental functions.

Main Duties and Key Accountabilities

1. AX 2012 Axapta Technical Support

The post holder works as part of the AX2012 Axapta Accounts team.

- i. Assisting with the development, testing and deployment of new Axapta functionality throughout IOM Government.
- ii. Assist with the resolution of any Axapta system queries managed through the designated Axapta Helpdesk inbox.
- iii. Support all Microsoft Axapta users throughout Government Departments by providing front-line advice, liaising with external support/ development consultants and facilitating best use of the system to ensure maximum benefits are obtained.
- iv. Lead responsibility for all Axapta Data Maintenance action requests to add/amend standing data to the Customer and Vendor tables.
- v. Responsible for the supervision of the maintenance of all data updated on the Axapta Accounting system in respect of GL codes; Item numbers & Cost centres and the extraction of information for upload onto the Intranet.
- vi. Responsible for the Axapta access requirements for all users and the operation of the CLO Tool requirements.
- vii. Be the lead member of the Axapta Accounts team on the Axapta User group forum including meetings, presentations and trainings as required.

2. AX 2012 Axapta Compliance

The Post Holder should work with the accounts team to ensure that processes and procedures performed are compliant.

- viii. Ensure that all Accounts team processes and procedures are reviewed and remain compliant with Government requirements and within segregation of duties.
- ix. Ensure that all Departmental requests for new Cost centres, GL codes and Item numbers (data maintenance) comply with standard set-up within the Axapta system. Responsible for verifying all these data maintenance updates on the system are correct and conveyed to Department following requests.
- x. Be responsible for ensuring that all Departmental and Finance Shared services requests for creation and amendments to the standing data for customers and suppliers on Axapta are compliant with financial regulations and standard procedures.
- xi. Ensure that all access for Departmental and other users is compliant with Departmental requests and standard Axapta procedure.
- xii. Be responsible for the production of various audit compliance reports from core Axapta on a weekly, monthly & annual basis for Senior management.
- xiii. Be responsible for the production of various statistical information data on a weekly, monthly and annual basis for Senior management.
- xiv. Be lead person for identifying and considering any risk elements for new processes for implementation into Axapta and impact of current workload environment.

3. AX 2012 Axapta Training

- xv. Hold lead responsibility for all training requirements for all areas of Axapta, including maintaining and arranging availability of the training facilities, maintaining and updating any relevant documentation and liaising with designated trainers where necessary.
- xvi. Maintain, improve and deliver Axapta related training courses for both current and future Axapta functions. This includes the design and maintenance of training materials and end Users manuals.

4. AX 2012 Axapta Accounts team

- xvii. Be able to cover for the full-time & part-time Executive Officers within the Accounts team if required.

Undertake any other duties as required by the Accounts Team Manager. This may involve participation in duties derived more broadly from the Division's overall aims and responsibilities.

Skills and Experience Required

Essential Requirements:

- a) Experience of working in an office environment.
- b) Be a competent Axapta User.
- c) Have good Microsoft Excel, Word and Outlook skills.
- d) Good interpersonal skills and a good team player.
- e) Ability to prioritise and to meet deadlines with minimum supervision.
- f) Good organisational skills with a flair for planning tasks and projects.
- g) Be self-motivated, reliable and conscientious.
- h) Be highly numerate and be able to produce accurate work of a high quality. Attention to detail is critical.
- i) Good communications skills (oral and written).

Desirable Requirements

- j) Testing experience.
- k) Delivering presentations and training.
- l) Have an understanding of Government's financial systems and Departmental structure.

Performance Management and Improvement

All Civil Servants have a personal responsibility for performance management. The post holder will be expected to contribute to their annual performance development review and interim performance reviews.

Health and Safety

The post holder will be responsible for their own health and safety and the impact of their actions on others. They will be responsible for identifying any possible risks or near misses to a responsible manager and/or the Health and Safety Review Group of the Treasury Finance Division.

Reporting Framework

The post holder reports to the Higher Executive Officer - Accounts, Treasury.

The Higher Executive Officer - Accounts, as Line Manager is responsible as 'Reporting Officer' for the implementation of, and compliance with, the provisions of the Isle of Man Civil Service Performance and Development Review Scheme.

As Reporting Officer, Higher Executive Officer - Accounts will ensure that in line with the timescale set out in the scheme, amongst other things, an annual:

- Personal Delivery Plan and a Personal Development Plan is agreed with the post holder;
- Review and assessment of the post holder's performance and competency/behaviours is made; and
- Performance and Development Review meetings are conducted.

Integrity

As an appointee of the Finance Division, Treasury, the post holder is expected to recognise that their everyday business requires the highest level of personal integrity. Each Officer has a personal responsibility to maintain the confidentiality of all Finance Division business and to uphold such confidences.

General Scope

This document is intended to be a guide to the general scope of duties and not a rigid, inflexible specification. The employee shares with the employer the responsibility for suggesting alterations to the scope of duties to improve the work situation. This role description will be reviewed as necessary to reflect the future requirements of the Finance Division and the Treasury.

Competency Levels for this Post are:

Competency	Level Required
<p>Leading and Working Together – Actively supports/ manages staff to deliver objectives; generates enthusiasm and commitment in others and demonstrates this in their own approach; works collaboratively with colleagues to deliver results; develops effective and productive working relationships with colleagues and with contacts in other Departments/ externally. Manages disagreements with tact and diplomacy.</p>	B
<p>Communicating and Influencing – Communicates openly with colleagues; is confident speaking in a group or team situation and expresses views in a clear and succinct way. Influences and convinces others to accept or agree to ideas; takes active steps to build acceptance of proposals using knowledge of the organisation.</p>	B
<p>Achieving Results – Prioritises own (and others) work to achieve team goals; schedules activities and resources to deliver within agreed timescales; communicates openly about changes to plans; proposes appropriate solutions and considers consequences of different options; makes decisions in a timely manner and recommends/ refers important decisions as necessary; strongly focused on achieving results; takes responsibility for the delivery of team objectives.</p>	B
<p>Delivering a Quality Service – Treats customer service as top priority; makes suggestions for improving aspects of service provision; takes on board suggestions for improving quality of their work and collaborates with others to deliver excellent service; monitors income, costs and value for money.</p>	B
<p>Changing and Learning – Assists, coaches and advises colleagues to develop competence and confidence and actively looks for new, better ways of working; offer opinions in discussions which are not always the most obvious. Is versatile and adaptable, and prepared to change their views. Applies up-to-date specialist skills, knowledge and experience in their work.</p>	B
<p>Showing Commitment and Resilience – Adopts an energetic approach to work and is enthusiastic and interested in their work; stays calm under pressure, and in control when under stress.</p>	B

Civil Service	Authority of Post Holder
Disciplinary Procedure	Up to the Oral Warning stage
Capability Procedure	Up to the Oral Warning stage
Grievance Procedure	Up to stage 1

Post: EO – Axapta Technical Support & Compliance

Department: Treasury

Job Summary: To assist with the development of a deliverable support system for AX2012 & enhance functions of Accounts Team

Attributes	Essential or Desirable	Method of Assessment
<p style="text-align: center;">Qualifications</p> <p>5 GCSE's at Grade C or above (one of which must be in English Language) or equivalent qualification</p> <p>Experience of working in an office environment</p>	<p>E</p> <p>E</p>	<p>CV, Documents</p> <p>CV, Documents</p>
<p style="text-align: center;">Experience</p> <p>2 years' experience working with Axapta</p> <p>Testing Axapta</p>	<p>E</p> <p>D</p>	<p>CV, Interview</p> <p>CV, Interview</p>
<p style="text-align: center;">Knowledge & Skills</p> <p>Have an understanding of Government's financial systems and Departmental structure</p> <p>Presentation skills – effective communicator</p> <p>Ability to work with differing people at different levels</p> <p>Microsoft Office skills</p> <p>Good oral / written communications skills</p> <p>Be self-motivated, reliable and conscientious</p> <p>Good organisational skills with ability to plan & prioritising work to meet deadlines</p> <p>Be highly numerate and be able to produce accurate work of a high quality. Attention to detail is critical.</p>	<p>E</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>CV, Interview</p> <p>CV, Interview</p> <p>CV, Interview</p> <p>CV, Interview</p> <p>CV, Interview</p> <p>CV, Interview</p> <p>CV, Interview</p> <p>CV, Interview</p>
<p style="text-align: center;">Circumstances/Interests</p> <p>Full driving licence</p> <p>Access to own vehicle for work purposes</p>	<p>D</p> <p>D</p>	<p>CV, Interview</p> <p>Interview</p>