



Job Description Form

Assistant Finance Support Officer

Governance and Reporting

Position number	00039391
Agreement	Public Sector CSA Agreement 2024 (or as replaced)
Classification	Level 2
Reports to	Senior Finance Officer (Level 6)
Direct reports	Nil

Context

The Infrastructure Division has responsibility for the planning and provision of facilities (land, buildings and equipment) which includes land planning, student enrolment forecasting and facilities planning, strategic asset management, capital works programs, maintenance and minor works programs and provision of facilities related services.

Visit education.wa.edu.au for more information about the Department of Education.

Key responsibilities

- Process expenditure in accordance with statutory requirements and Department policies.
- Incur accounts for payment and monitor financial transactions to the debtor and general ledger accounts.
- Raise requests for debtor invoices.
- Liaise with appropriate officers to ensure accuracy in processing accounts.
- Maintain finance payments records as required.
- Respond to queries relating to contracts payments from internal and external stakeholders and communicate with creditors regarding account inquiries.
- Contributes to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and Directorate goals, and facilitates accomplishment of designated roles and deliverables.
- Identify improvement opportunities.
- Contribute to change management projects relevant to the Branch.
- Maintain a focus on customer service delivery and continuous improvement of services.
- Develop and maintain effective communication links and working relationships to ensure access to diverse specialist knowledge.

Selection criteria

1. Demonstrated good written and verbal communication skills, including the ability to provide quality customer service.
2. Demonstrated good interpersonal skills, including the ability to work independently or as part of a team.
3. Demonstrated good organisational skills, including the ability use initiative and prioritise workload.
4. Demonstrated understanding of basic accounting principles.
5. Demonstrated well developed computer skills, including a working knowledge of spreadsheets and experience in the use of a computerised accounting system.

Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 18 December 2025
Reference D25/1245868