



# Job Description Form

## Finance and Administration Coordinator Woodvale Secondary College

<b>Position number</b>	00047930
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2024</a> , or as replaced.
<b>Classification</b>	Level 4
<b>Reports to</b>	Manager Corporate Services (Level 6)
<b>Direct reports</b>	School Officer (Level 2) School Officer (Level 1)

### Context

Information about Woodvale Secondary College is available on [Schools Online](#).

Visit [education.wa.edu.au](http://education.wa.edu.au) for information about the Department of Education.

### Key responsibilities

- Undertake responsibilities associated with financial integrity, compliance, reporting and delivery requirements of college business operations.
- Act with integrity, undertake all finance and administration activities in line with best practice and comply with policy and legislative requirements.
- Provide input into financial planning and budgeting and manage the Chart of Accounts and student payment plans.
- Allocate and monitor cost centre income and expenditure and manage the Financial Reporting via Electronic Data Access (FREDA) process.
- Research and prepare financial data and reports and make recommendations to the Principal and the Manager Corporate Services.
- Support the negotiation of partnership arrangements and sponsorship agreements.
- Develop and implement financial and related administrative and information processes.
- Coordinate the procurement, management and maintenance of college facilities and assets.
- Assist in the development, implementation and monitoring of maintenance, improvement and replacement strategies for college facilities, equipment and buildings.
- Coordinate the community use of college facilities and manage the Deed of Licence for use of school property, facilities and resources.
- Manage and supervise administrative support staff, including scheduling and allocating tasks.

- Manage and coordinate the provision of corporate services and college business operations aligned with school business targets and objectives and customer service principles and practices.
- Provide support to the Manager Corporate Services in coordinating human resource activities and operations for the college.
- Undertake research and project work in relation to business trends and issues which may impact on the financial, physical or human resource aspects of the college operations.
- Provide operational input to the development of the College Business Plan and marketing plans.
- Develop, implement and review business procedures, policies and practices to support the Business Plan and Strategic Plan.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department policy.

### **Selection criteria**

1. Demonstrated well developed written and verbal communication and interpersonal skills, including the ability to deal with a wide range of individuals at all levels.
2. Demonstrated well developed financial management skills, including budget preparation, monitoring and reporting, and the ability to interpret and apply financial and accounting practices and procedures.
3. Demonstrated considerable understanding of, and ability to apply, human resource management and customer service principles and practices.
4. Demonstrated ability to provide input to the development, implementation and monitoring of business and strategic plans.
5. Demonstrated sound conceptual, analytical and problem-solving skills with the ability to identify patterns, process improvements and identify solutions.

### **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
- obtain or hold a current Working with Children Check
- 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 D251261799