



Job Description Form

Position Details

Position Title: Administration Officer	Position Number: DBCA3161881	Level: Level 2
Division: Regional and Fire Management Services	Branch: South Coast Region	Section: Esperance District
Employment Agreement: PSA 1992, PSCA 2024, CSA Fire Services Provisions Agreement 2015	Location: Esperance	Effective Date: 20 April 2026

Our Values

Our values drive the way we make decisions, interact with each other, and work together to achieve results.

Integrity



Commitment to knowing and doing what is right

Collaboration



Commitment to team, partnership and the support of others

Accountability



Commitment to being transparent, taking ownership and personal responsibility

Respect



Commitment to the respect of people, culture and place

Excellence



Commitment to quality, innovation and continuous improvement

Reporting Relationships

Position Title Finance and Administration Officer or Finance and Administration Coordinator	Level/Grade Level 3 or 4	⇐	Position title 3 x Clerical Officer Cleaner (PPT)	Level Level 1 CAC Level 1
Responsible to This position				

Officers under direct responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Nil		

About the Role

Under the immediate direction of the Finance and Administration Officer or Finance and Administration Coordinator:

- Provides administrative, financial and customer services support in the Esperance District.
- Assists the district administration team to provide support to operational functions of the department.

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

Responsibilities

OFFICIAL

Position Title Administration Officer		
Position No. DBCA3161881	Level Level 2	Effective Date 20 April 2026

Under the immediate direction of the Finance and Administration Officer or Finance and Administration Coordinator:

ADMINISTRATION (35%)

1. Assists the District Manager, and other staff in the administration of the district office.
2. Provides administrative and secretarial support; including word processing, using excel spreadsheets and data input.
3. Ensures the maintenance of the Corporate Records and Information System and mail processing including retention and destruction processes for the district, ensuring compliance with departmental record management requirements and the provisions of the *State Records Act 2000*. Responsible for maintaining confidential records.
4. Ensures the correct systems, clerical procedures, manuals and controls are implemented and maintained in accordance with government and departmental policies.
5. Maintains registers and records for assets, local property, corporate wear, attendance leave and travel arrangements.
6. Provides leadership support and training to clerical officers and trainees, assist in recruitment and selection and undertakes performance assessment and development of staff supervised.

FINANCE (35%)

7. Maintains financial processes including checking, preparing and processing accounts payable and revenue income, maintaining account codes, journal processing and salary allocations.
8. Supervises or undertakes all the payroll input and processing for the district.
9. Supervises or undertakes monthly vehicle running input.
10. Processes sundry and miscellaneous debtors invoices, as required.
11. Responsible for the collection, processing and banking of revenue,
12. Responsible for verification of corporate credit card purchase, clearance of holding accounts and performs the duties of credit card coordinator for Esperance District.
13. Validates wages timesheets, fire availability and overtime claim forms for the Esperance District. Monitors district staff leave balances and leave planning registers.
14. Assists with leave requests and assists the district team with the development of leave rosters.
15. Ensures cost allocate and recoup of Workers Compensation payments are consistent with Injury Management Branch directives and that accounts and records are maintained.
16. Assists with preparing, coding, and completion of overtime and travel claims and fire leave calculations.
17. Participates in the provision of financial system reports for staff, monitors cost centre expenditure and revenue, and contributes to reporting anomalies and trends.
18. Assists the Finance and Administration Officer with the preparation of the annual budget.
19. Maintains liaison with Financial Services Branch, when required.
20. Ensures compliance with administrative aspects of the *Financial Management Act 2006* and other relevant legislation, policies, circulars and Treasurers Instructions as appropriate.

OPERATIONS SUPPORT (10%)

21. Operates HF Radio and other communication systems and ensures appropriate communications are maintained.

GENERAL (20%)

22. Ensures implementation of safe working practices in the office workplace.
23. Provides information (or ensures that information is provided) to the public and other Government agencies on departmental services and facilities as required.
24. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
25. Participates in emergency incident rosters and responses which may be related to bushfires, search and rescue, or wildlife, as appropriate, and as directed by the District Manager.
26. Performs other duties as required by the District Manager.

Position Title Administration Officer		
Position No. DBCA3161881	Level Level 2	Effective Date 20 April 2026

Selection Criteria

Applicants should address the following four criteria. These should be addressed in no more than four pages in total.

1. Experience in office procedures, records management and administrative functions.
2. Experience in financial management including payroll systems, processing and paying accounts and monitoring budgets.
3. Evidence of ability to provide leadership at a supervisory level in administration, and financial management.
4. Experience in the use of and application of personal computers, including word processing and spreadsheet packages.

The following essential criteria will be assessed at some stage during the selection process. Desirable criteria will be assessed as required:


5. Well-developed oral and written communication, interpersonal, organisational and team participation skills.
6. Understanding of work, health and safety, and equity and diversity principles and practices.
7. Knowledge of the *Financial Management Act 2006*, *State Records Act 2000*, and Treasurer's Instructions and other legislation, awards and procedures relevant to the department. **(Desirable)**
8. Knowledge of and experience in Oracle financials and personnel/payroll systems such as A Pay. **(Desirable)**
9. Knowledge and use of UHF and VHF radios. **(Desirable)**
10. Ongoing willingness and ability to participate in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience **(Desirable)**.

Behaviour Expectations [Leadership Expectations](#) provides a common understanding of the mindset and expected leadership behaviours for all public sector employees. The expected behaviour for this role is [Leading Others](#).

Other position-related information (only relevant ones will be populated)

Position Status - Permanent <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	FTE: 1 FTE
National Police Check <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No For more information refer to the department's guidelines on National Police checks .	
Current WA Driver's Licence or equivalent (only specify yes if a drivers licence is required for appointment to the position) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Current 'C' Class Driver's Licence	
Medical Assessment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Working with Children <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If this position works with children, refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/	
Allowance and Special Conditions <input checked="" type="checkbox"/> District Allowance <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Ranger Leave (Rangers only) <input type="checkbox"/> North West Leave <input type="checkbox"/> No Fixed Hours (Rangers only) <input checked="" type="checkbox"/> Other (Please specify) Fire Availability	

Certification

Verified by: Recruitment and Establishment Section
 Registered JDF
 20 April 2026