



Department of Biodiversity,
Conservation and Attractions

**ROTTNEST
ISLAND
AUTHORITY**

Job Description Form

Position Details

Position Title: Administration and Finance Officer	Position Number: RIA3124833	Level: 3
Division: Environment, Heritage and Parks	Branch: Environment, Heritage and Parks	Section: Environment, Heritage and Parks – Directorate
Employment Agreement: PSA 1992 / PSCA 2024	Location: Fremantle & Rottnest Island (commuting as required)	Effective Date: 26 May 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
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Reporting Relationships

Position Title Director Environment Heritage and Parks	Level/Grade 8	⇐	Position title Manager Park Services Manager Conservation Manager Approvals and Compliance Manager Cultural Heritage	Level 7 7 7 7
↑				
Responsible to				
This position				
↑				

Officers under direct responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
n/a		

About the Role

With minimal supervision, provides secretarial services to the Director and comprehensive administrative and finance support to the Director, the management team and staff within the Environment, Heritage & Parks (EHP) Division.

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

Position Title Finance and Administration Officer		
Position No. RIA3124833	Level 3	Effective Date 26 May 2026

Responsibilities

ADMINISTRATION

- Provides comprehensive administrative support to the Director, by coordinating and/or responding to all internal and external enquiries for the Director/Directorate.
- Coordinate submissions from the Managers to the Director including ED Submissions, Minister Briefing Notes, Board Papers, correspondence, project reports, responses to complaints and draft routine correspondence as required.
- Supports the Director and Managers in HR processes, including drafting of all HR forms, timely sign-off and submission of timesheets and allowances, and staff induction and exit requirements.
- Develops, maintains and improves administrative processes in consultation with the Director and staff, including documentation of Standard Operating Procedures (SOPs).
- Maintains and updates the Directorate intranet and internet content as required.
- Provides secretarial support to meetings, including preparing agendas, circulation of papers, drafting minutes, and monitoring action items to completion.
- Arranges travel for the Directorate including booking of vehicles and ferry travel as required.
- Manages information and records as required in accordance with legislative requirements, RIA policies, and procedures.
- Undertakes basic research, collects and collates information for the Director and Managers as required.

FINANCIAL

- Provides financial administrative support for the Directorate using the FMIS (Sage) Financial System, (including training Directorate staff) ensuring compliance with Treasurers' Instructions (TI's) and the Financial Information Management Act (FMA) 2006.
- Monitors budget expenditure, including preparing internal reports for review, and supporting the Director and Environment, Heritage and Parks staff to identify budgetary issues and in budgetary planning.
- Manages information systems for the record management of Projects, Divisional correspondence and databases as required in accordance with legislative requirements, RIA policies and procedures.
- Assist with the compilation of data for the asset register in accordance with departmental procedures and agency policies.
- Coordinates and/or responds to internal and external enquiries to Environment, Heritage and Parks Division.
- Establishes and maintains effective working relationships with internal and external stakeholders.
- Actively participates in team meetings and team development.
- Actively contributes to a successful and productive Environment, Heritage and Parks team that is outcome focused and aligned to RIA's goals and values.

OTHER

- Undertakes special projects and other duties as directed by the Director.

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Position No. RIA3124833	Level 3	Effective Date 26 May 2026

Selection Criteria

Applicants should address the following essential criteria. These should be addressed in no more than three (3) pages in total. Desirable criteria will be assessed as required.

Essential

1. Experience in providing comprehensive administrative support /office management in a busy diverse environment including records management.
2. Experience in providing comprehensive finance support, in particular experience in purchasing/procurement, processing of accounts and budgetary processes.
3. Well-developed computer skills including working knowledge of databases, financial management systems, records management systems, Excel spreadsheets and word processing.
4. Highly developed verbal, written and interpersonal skills.
5. Highly developed organisational skills, including an ability to prioritise tasks effectively, and work within set timeframes.
6. Applies and promotes the principles of equity, diversity and work health and safety in the workplace.

Desirable

7. Sound working knowledge of the Financial Management Act 2006 and Treasurer's Instructions in relation to accounts processing.

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 [Personal Leadership](#).

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



Position Status - Permanent <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	FTE: 1.0
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 type="checkbox"/> Yes <input type="checkbox"/> No	
Medical Assessment <input type="checkbox"/> Yes <input type="checkbox"/> No	
Working with Children <input type="checkbox"/> Yes <input 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 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 type="checkbox"/> Other (Please specify)	

OFFICIAL

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Certification

The details contained in this document are an accurate reflection of position.

Division Head	Executive Director
Signature: 	Signature: 
Date: 13/05/2026	Date: 22 May 2026