

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
JOB DESCRIPTION FORM**

Public Sector Management Act 1994	Salaries/Agreement/Award Government Officers Salaries, Allowances and Conditions Award 1989; Public Service and Government Officers General Agreement 2014 or as replaced
Division: Statewide Planning and Delivery	Effective Date of Document 4 August 2017
Branch: Residential Colleges	
School: Student Residential College	

THIS POSITION	
Title:	Administration and Finance Officer
Classification:	Level 2
Position No:	Generic
Positions under direct responsibility: Nil	

REPORTING RELATIONSHIPS		
TITLE:	Manager, Residential Colleges	
LEVEL:	8	
POSITION NUMBER:	00037813	
TITLE:	College Manager	
LEVEL:	Various	
POSITION NUMBER:	Various	
This position and the positions of:		
Title:	Classification:	Position No:
Various		

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Administration and Finance Officer	Level 2	Generic	4 August 2017

CONTEXT

The Department of Education is Western Australia's largest employer with approximately one third of the Government workforce in some 800 worksites across the State. The Department's annual budget is approximately \$4.5 billion.

The major objectives of the Department are to achieve excellence in the public school system and to provide access for all Western Australian students to a quality education irrespective of their background or geographical location.

The Department is committed to achieving these objectives by:

- attracting and retaining a highly skilled and capable workforce
- supporting all learners to achieve their full potential, including those with special educational needs and interests
- ensuring all public schools maintain excellence in the quality of education and the teaching and learning environment.

The principles underpinning the Department's objectives for the public school system in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

The Department operates within a framework of principles and values that are applied in all decision-making contexts. These are:

- a culture of learning and excellence
- an expectation of accountability and action
- a commitment to partnerships, professional collaboration and stakeholder involvement
- an environment in which diversity, care and equity are valued.

Further context about the particular student residential college in which the vacancy is being advertised is available on the Department's website. Please visit <https://www.education.wa.edu.au/web/our-schools/unique-learning-environments>.

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ROLE

The Administration and Finance Officer:

- provides administrative, financial and reporting support to the College Manager and contributes to the smooth running of the college
- communicates effectively with staff, students, parents and the community in relation to college students, services and fees, and promotes a positive image of the college
- maintains college databases, information and record systems, including student registration and enrolment records
- provides statistical reports and returns to the college, central office, state and commonwealth agencies, as required and maintains and provides data relating to Equal Employment Opportunity and FTE reporting for central office
- maintains and operates the college accounting system, including assets and student accounts in accordance with Departmental policy
- undertakes daily collection, receipting and banking of money
- prepares accounts and presents accounts for approval and produces financial statements and reports, as directed
- administers and reconciles Petty Cash advance
- calculates and arranges payment of Fringe Benefit Tax and the Business Activity Statement
- ensures credit card usage is in accordance with Departmental policy
- advises the College Manager in relation to student debt recovery action requirements
- ensures prompt submission of personnel and payroll information and variations for college staff to Personnel and Payroll Officer for processing
- processes and maintains personnel records and files
- compiles submissions for workers compensation and monitors progress reports
- processes travel claims and submits for payment
- provides administrative support in recruitment processes in accordance with approved procedures and prepares employment contracts in accordance with Departmental policy and processes
- provides advice to staff about their conditions of employment
- undertakes secretarial and administrative duties required in the daily operation of the college, including mail and reception
- prepares correspondence, reports and other college material for distribution

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- assists in the organisation of appointments, travel arrangements, staff and board meetings and functions and takes minutes as required
- installs or arranges routine software upgrades, as required
- undertakes recordkeeping in accordance with the Record Keeping Plan
- undertakes other duties as required.

OUTCOMES

1. Effective support is provided to the College Manager in administering the student residential college's human and financial resources; and maintaining facilities, assets and resources.
2. Databases, records and management information systems are accurate, up-to-date and routinely maintained.
3. Confidentiality and security of sensitive material is maintained at all times.
4. Effective working relationships are developed and maintained with internal and external stakeholders.

SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated well developed interpersonal and customer-service skills.
2. Demonstrated financial management knowledge and skills.
3. Demonstrated office management and organisational skills, including knowledge of administrative procedures and record keeping.
4. Demonstrated ability to understand and apply Acts, Awards, Agreements, Standards and policies relating to industrial relations and human resources.
5. Demonstrated effective written and oral communication skills.
6. Demonstrated good word processing skills.

ELIGIBILITY

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

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TRAINING

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

CERTIFICATION

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

ENDORSED

DATE 4 August
TRIM REF #D17/0324956