



Administration and Finance Officer

Student Residential College

Position number	Generic
Agreement	Public Sector CSA General Agreement 2019 (or as replaced)
Classification	Level 2
Reports to	College Manager
Direct reports	Nil

Context

Further context about the particular Student Residential College in which the vacancy is being advertised is available on [Schools Online](#).

For further information about the Department of Education, please visit:
<https://www.education.wa.edu.au/>.

Key responsibilities

- Provide administrative, financial and reporting support to the College Manager and contributes to the smooth running of the College.
- Communicate effectively with staff, students, parents and the community in relation to college students, services and fees, and promotes a positive image of the College.
- Maintain college databases, information and record systems, including student registration and enrolment records.
- Provide 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.
- Maintain and operate the college accounting system, including assets and student accounts in accordance with Department policy.
- Undertake daily collection, receipting and banking of money.
- Prepare accounts and present accounts for approval and produces financial statements and reports, as directed.
- Administer and reconcile petty cash advance.
- Calculate and arrange payment of Fringe Benefit Tax and the Business Activity Statement.
- Ensure credit card usage is in accordance with Department policy.
- Advises the College Manager in relation to student debt recovery action requirements.
- Ensure prompt submission of personnel and payroll information and variations for college staff to Personnel and Payroll Officer for processing

- Process and maintain personnel records and files.
- Compile submissions for workers compensation and monitors progress reports.
- Process travel claims and submits for payment.
- Provide administrative support in recruitment processes in accordance with approved procedures and prepares employment contracts in accordance with Department policy and processes.
- Provide advice to staff about their conditions of employment.
- Undertake secretarial and administrative duties required in the daily operation of the college, including mail and reception.
- Prepare correspondence, reports and other college material for distribution.
- Assist in the organisation of appointments, travel arrangements, staff and board meetings and functions and takes minutes as required.
- Install or arrange routine software upgrades, as required.
- Undertakes recordkeeping in accordance with the Record Keeping Plan.

Selection criteria

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 and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three 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 six months of appointment.

Certification

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

ENDORSED

Date 7 May 2021
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