



Finance Officer Schools

Position number	Generic
Agreement	Department of Education (School Support Officers) CSA Agreement 2019 or as replaced
Classification	Level 3
Reports to	Manager Corporate Services (various)
Direct reports	Nil

Context

Information about the particular school or college in which the vacancy is being advertised is available on [Schools Online](#).

For further information about the Department of Education, please visit: education.wa.edu.au.

Key responsibilities

- Assist the Manager Corporate Services in the daily financial, marketing and corporate sponsorship aspects of the school's operations.
- Support the Manager Corporate Services in the area of financial management by undertaking financial planning, monitoring, research, reporting and analysis to meet established objectives and outcomes relative to business plans.
- Provide assistance to the Manager Corporate Services with administering the school's financial resources, including undertaking end-of-month procedures, checking for data integrity and collating figures for financial planning and budgeting.
- Provide high-level administrative support to the Manager Corporate Services, including operating and coordinating school databases, records and management information systems, and establishing and maintaining the school accounts, physical assets and purchasing of resources.
- Ensure financial, administrative and information systems are administered in compliance with relevant legislation and Departmental policies and guidelines.
- Undertake minor research and project work in relation to business trends and issues which may impact the operation of the financial aspects of the school's operational business, as required.

Selection criteria

1. Demonstrated financial management skills with the ability to interpret and apply financial and accounting practices and procedures.
2. Demonstrated well developed organisational skills, including the ability to work with minimum supervision, identify priorities and meet deadlines.
3. Demonstrated well developed verbal, written and interpersonal communication skills with the ability to build and maintain effective working relationships and liaise with individuals at all levels.
4. Demonstrated well developed computer skills including the ability to create, operate, extract reports and manipulate databases, spreadsheets and systems.
5. Demonstrated well developed conceptual, analytical and problem solving skills with the ability to apply innovative thinking in problem solving.

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 23 April 2021
Reference D21/0206717