



Finance and Administration Officer

Churchlands Senior High School

Position number	00034879
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 3
Reports to	Manager Corporate Services (Level 6)
Direct reports	Nil

Context

Churchlands Senior High School is an Independent Public School that enjoys an outstanding reputation for its academic, sporting and cultural achievements. The Gifted and Talented music program is regarded internationally as one of excellence and has outstanding facilities to support over 300 music students. The school also enjoys a reputation of excellence in sports, regularly holding both A Grade Swimming and Athletics championships.

The school aims to develop a school community which encourages personal, social and environmental responsibilities.

The school is committed to providing a caring and supportive environment that challenges students to achieve personal excellence in all endeavours and to be active citizens of the local and global community.

The school has developed policies, procedures and programs that support its vision for the future. Of particular note is the Churchlands Art of Teaching program which involves reflective practice to improve teaching and learning.

Staff at Churchlands Senior High School maintain significant programs, including community service programs such as the 24 hour walk, after-school sports, after-school study classes and a large number of international study, sporting and cultural tours.

For further information about Churchlands SHS visit <http://www.churchlands.wa.edu.au/>.

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 and physical aspects of the school's operations.
- Assist in the monitoring and preparation of the school budget.
- Support the Manager Corporate Services in undertaking the financial planning, modelling, monitoring, research, reporting and analysis to meet objectives and outcomes relative to business plans.
- Coordinate financial administration tasks, including the processing of local and international payments, invoicing, cash management and reconciliations.
- Provide financial legislation, policy and procedural advice to staff.
- Assist the Manager Corporate Services in maintaining and managing the physical assets of the school.
- Assist in the development and implementation of maintenance, improvement and replacement strategies for school facilities, equipment and buildings.
- Collaborate with key stakeholders to develop and maintain relevant business and other information management systems.
- Provide advice to staff in administrative procedures and business management software.

Selection criteria

1. Demonstrated financial management knowledge and skills, including detailed data analysis and reporting, and the ability to interpret and provide recommendations.
2. Demonstrated experience in the monitoring and maintenance of physical assets.
3. Demonstrated well developed verbal, written and interpersonal communication skills, including the ability to liaise with stakeholders at all levels.
4. Demonstrated well developed conceptual, analytical and problem solving skills and ability to use relevant software applications.

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 24 February 2021
Reference D21/0076513