



## Finance and Administration Officer

Shorehaven Primary School

<b>Position number</b>	00044561
<b>Agreement</b>	<a href="#">Department of Education (School Support Officers) CSA Agreement 2022</a> or as replaced
<b>Classification</b>	Level 3
<b>Reports to</b>	Manager Corporate Services (Level 4)
<b>Direct reports</b>	Nil

### Context

Information about Shorehaven Primary School is available on [Schools Online](#).

For further information about the Department of Education, please visit [education.wa.edu.au](http://education.wa.edu.au).

### Key responsibilities

- Assist the Manager Corporate Services manage the school's financial resources, ensuring procedures and processes comply with applicable legislation and policy, including Treasurer's Instructions, Australian Accounting Standards and the Department's Financial Management in Schools: Finance and Accounting Policy.
- Assist in preparing, implementing and monitoring the school budget.
- Contribute to financial planning and marketing strategies, reporting and analysis.
- Research and identify funding opportunities at the local, State and National level.
- Coordinate and complete financial administration tasks, including the processing of local and international payments, invoicing, cash management and reconciliations.
- Assist in maintaining and managing the physical assets, equipment, facilities and buildings.
- Provide advice and support to staff on matters relating to financial legislation, policy and administrative procedures.
- Assist in developing and implementing a maintenance, improvement and replacement strategy for school facilities, equipment and buildings.
- Collaborate with key stakeholders to develop and maintain business and information management systems.
- Provide advice to staff in administrative procedures and business management software.

## Selection criteria

1. Demonstrated sound financial management knowledge, skills and experience and the ability to provide input to budget preparation and marketing plans.
2. Demonstrated well-developed administrative and organisational skills and experience in the operation of financial and business management information systems.
3. Demonstrated sound written, oral and interpersonal skills with the ability to work within a team environment and develop and maintain effective working relationships with internal and external stakeholders.
4. Demonstrated research, conceptual, analytical and problem solving skills and experience in data analysis and reporting.

## Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 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 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

## Certification

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

## ENDORSED

Date 1 March 2024  
Reference D24/0151991