



## Finance and Assets Officer

Cecil Andrews College

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| <b>Position number</b> | 00035964  |
| <b>Agreement</b>       | <a href="#">Department of Education (School Support Officers) CSA Agreement 2019</a> or as replaced |
| <b>Classification</b>  | Level 3   |
| <b>Reports to</b>      | Manager Corporate Services (Level 5)  |
| <b>Direct reports</b>  | Nil   |

### Context

Cecil Andrews College is situated in the fast developing City of Armadale, in the locality of Seville Grove; an area experiencing rapid urban development in conjunction with the Armadale Redevelopment Authority. The college has recently undergone a significant facility upgrade and, as a result, provides excellent facilities for its students.

Cecil Andrews College provides programs to support a wide range of students with pathways to university, TAFE and further training and the workplace. It also delivers some TAFE certificate courses and offers traineeships and apprenticeship links for students whilst they complete their secondary education. The college has strong links to the local community which supports some of these programs. The college is well resourced, particularly Information Technology, and the pastoral care and focus on relationships between students and teachers are well known and acknowledged in the district.

Additional information about the college is available on [Schools Online](#) or [cecilandrewsshs.wa.edu.au](http://cecilandrewsshs.wa.edu.au).

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

### Key responsibilities

- Assist the Manager Corporate Services manage the college'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 college budget.
- Contribute to financial planning strategies, reporting and analysis.

- Coordinate and complete financial administration tasks, including undertaking end-of-month and end-of-year procedures and checking for data integrity.
- Coordinate the procurement, management and maintenance of college assets, resources, goods and services.
- Provide advice and support to staff on matters relating to financial legislation, policy and administrative procedures.
- Assist in maintaining and managing the physical assets, equipment, facilities and buildings.
- Assist the Manager Corporate Services in developing and implementing a maintenance, improvement and replacement strategy for college facilities, equipment and buildings.
- Coordinate the acquisition, deployment and recording of assets relating to college grounds, buildings and amenities as well as related maintenance operations and procedures.
- Coordinate the community use of college grounds and amenities, including scheduling and completion of required documentation.
- Undertake research and make recommendations regarding the acquisition of assets relating to the college grounds, buildings and amenities.
- 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 ability to provide input to budget preparation.
2. Demonstrated skills in providing effective support and input into the development, implementation and monitoring of school buildings, grounds and facilities.
3. Demonstrated well developed administrative and organisational skills and experience in the operation of financial and business management information systems.
4. Demonstrated sound written, oral and interpersonal skills with the ability to develop and maintain effective working relationships with internal and external stakeholders.
5. Demonstrated sound research, conceptual, analytical and problem solving skills and experience in data analysis and reporting.

### **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            29 October 2020  
Reference      D20/0527955