

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA  
JOB DESCRIPTION FORM**

<p align="center"><b>Public Sector Management Act 1994</b></p>	<p align="center"><b>Salaries/Agreement/Award</b> Education Department Ministerial Officers Salaries, Allowances and Conditions Award 1983; School Support Officers (Government) General Agreement 2014 or as replaced</p>	
<p><b>Group:</b> Schools</p> <p><b>Region:</b> Education Regions</p> <p><b>School:</b> Schools</p>	<p align="center"><b>Effective Date of Document</b> 22 August 2017</p>	

<p align="center"><b>THIS POSITION</b></p>	
<p><b>Title:</b></p>	<p><b>Finance Officer</b></p>
<p><b>Classification:</b></p>	<p><b>Level 3</b></p>
<p><b>Position No:</b></p>	<p><b>Generic</b></p>
<p><b>Positions under direct responsibility: Nil</b></p>	

<p align="center"><b>REPORTING RELATIONSHIPS</b></p>		
<p><b>TITLE:</b></p>	<p>Principal</p>	
<p><b>LEVEL:</b></p>	<p>Various</p>	
<p><b>POSITION NUMBER:</b></p>	<p>Various</p>	
<p><b>TITLE:</b></p>	<p>Manager Corporate Services</p>	
<p><b>LEVEL:</b></p>	<p>Various</p>	
<p><b>POSITION NUMBER:</b></p>	<p>Various</p>	
<p>This position and the positions of:</p>		
<p><b>Title</b></p>	<p><b>Level</b></p>	<p><b>Position Number</b></p>
<p>Various</p>		

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Finance Officer	Level 3	Generic	22 August 2017

## CONTEXT

The Department of Education is Western Australia's largest public sector employer with approximately 45,000 staff or one third of the Government workforce in around 800 worksites.

We provide a system of public schools in which our aim is to ensure that every school is a good school, every teacher is effective and every student is successful.

The Department's other key responsibilities include:

- regulation of non-government schools in accordance with Part 4 of the School Education Act 1999
- administration of state funding to non-government schools
- higher education policy and planning
- legislative reviews
- providing Secretariat services to the Teachers Registration Board of Western Australia, the Training Accreditation Council and the School Curriculum and Standards Authority.

The principles underpinning the Department's operations in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

All Department actions are guided by four core values: Learning, Excellence, Equity and Care.

For further information, please visit: <https://www.education.wa.edu.au/web/our-organisation/home>

Further context about the particular school or college in which the vacancy is being advertised is available on the Department's website. Please visit <http://www.det.wa.edu.au/schoolsonline/home.do> and enter the school or college name in the *Find a School* field.

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## **ROLE**

The Finance Officer:

- assists the Manager Corporate Services in the day-to-day financial, marketing and corporate sponsorship aspects of the school's operations
- supports 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
- provides 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
- provides 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
- ensures financial, administrative and information systems are administered in compliance with relevant legislation and Departmental policies and guidelines
- undertakes 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.

## **OUTCOMES**

1. Effective support is provided to the Manager Corporate Services in the financial management of the school's business operations and systems, including financial analysis and modelling, the provision of recommendations and reporting to ensure achievement of the school's strategic business and corporate objectives.
2. Effective administrative support is provided to the Manager Corporate Services in the management and coordination of business and other information management systems and processes to achieve agreed operational outcomes.
3. Effective financial administration of the school's business operations is delivered, including financial processing and reporting to achieve the school's strategic and corporate financial objectives. Compliance with Departmental and legislative imperatives is assured.
4. Effective administrative support and coordination of systems and processes is provided.
5. Provides effective support and input into the development, implementation and monitoring of diverse administrative activities.

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## **SELECTION CRITERIA**

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

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**

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

## **TRAINING**

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- 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 duties, responsibilities and other requirements of the position.

## **ENDORSED**

**DATE 22 August 2017**  
**TRIM REF # D17/0356350**