



PARENTS AND FRIENDS' FEDERATION OF WESTERN AUSTRALIA INC.

ADMINISTRATION AND FINANCE OFFICER (0.8 FTE)

\$44,831 - \$49,638 per annum full-time rate + super

Peak Body in WA

Office administration and finance role reporting to the Executive Officer

The Parents and Friends' Federation of Western Australia Inc. (PFFWA) is the independent voice of parents of children in Catholic Schools across WA. The Federation actively supports the interests of parents who choose a Catholic education for their children in a number of forums and provides leadership and resources to advance the engagement of parents in education and education policy.

The Administration and Finance Officer for the office of the PFFWA is responsible for the provision of administrative support to the Federation Council, Executive Officer and Affiliates Liaison Officer and is responsible for the maintenance of the Federation's finances and the provision of other financial support and reporting as required by the Executive Officer, Treasurer or Council. In addition the Administration and Finance Officer (AFO) will assist in communicating with the affiliates of the Federation which will include managing the Federation's website.

Hours of work for this position will be 8.30am – 4.30pm, Monday to Thursday and may require some out-of-hours work.

Intending applicants must be enthusiastic and adaptable, be fully supportive of the Catholic ethos and have good interpersonal and organisational skills. Relevant work experience and/or an equivalent combination of relevant experience and/or education/training is essential as well as demonstrated experience in working cooperatively in a small team with multiple responsibilities in an administrative area.

Confidential applications, including a covering letter and curriculum vitae, together with 2 referee names and contact details (preferably including your current employer and Parish priest, if applicable), must be received by 5pm Thursday 12th November. Initial telephone enquiries are welcome on 0434 606 691 to Joe Monterosso.