

Job and Person Specification

Administration and Finance Officer

Broad Summary of Position

The Administration and Finance Officer for the office of the Parents and Friends' Federation of Western Australia Inc. 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 Office's finances, for budget control and the provision of other financial support and reporting as required by the Executive Officer, Treasurer or full Council. In addition the Administration and Finance Officer (AFO) will assist with effective communication with the affiliates of the Federation, namely, the 153 Catholic schools in Western Australia. These communication processes include but are not limited to information technology.

The Parents and Friends' Federation of Western Australia Inc. is a not-for-profit organisation established to serve the needs of those parents who choose a Catholic education for their children. The Federation is involved in providing a parental view in all areas of education including funding and policy development.

Reporting/Working Relationships

The Administration and Finance Officer takes direction from, reports to the Executive Officer.

The Administration and Finance Officer works closely with the Executive Officer and Affiliates Liaison Officer (ALO) in a small team environment.

The AFO is required to –

1. establish good working relationships with members of the Federation Council.
2. establish and maintain good working relationships with the Federation Treasurer and appointed Auditor.
3. establish effective working relationships with staff of the Catholic Education Office.

Employment Conditions

1. Where mutually agreed by the Federation Council and the Administration and Finance Officer, additional hours per week or per year may be temporarily or permanently approved within budget parameters.
2. Annual Leave entitlements are to be taken in school holiday periods unless otherwise negotiated with the Executive of the Federation Council due to exceptional circumstances.
3. Some after hours work may be required to attend to the business of the Federation. Hours worked over the contracted hours are to be discussed with the President and taken as time in lieu once deemed to be relevant to the duties of the position.
4. Accrual of time in lieu is not to exceed 10 hours unless otherwise negotiated with the President.
5. A current driver's licence is required.
6. Own motor vehicle is to be used to attend to Federation duties.
(reimbursement of expenses will be made after relevant documentation is provided)
7. A current police clearance that fulfils Catholic Church of Western Australia requirements is required.

Job Specification

Key Responsibilities

1. Communication and Promotion
 - Assist the Affiliates Liaison Officer in the design and development of promotional flyers for the Federation programs, consultancy services and events.
 - Utilise multimedia systems for effective communication with affiliates
 - Maintenance and review of the Federation web site
 - Arrange for newsletter distribution
2. Council support:
 - Assist with the preparation of Federation events including the Annual General Meeting, Council Meetings and Strategic Planning Days
 - Assist with the preparation of Australian Parents Council events such as Annual Conference
 - Record and distribute minutes of Council Meetings
3. Office:
 - Respond promptly to all 'front of house' contact including telephone, fax, email, mail and face to face contacts
 - Collect and distribute mail as per office procedures
 - Adhere to all office policies, procedures and guidelines and assist in their development and review
 - Monitor office supplies including stationery and staff amenities
 - Maintain the office diary in consultation with the ED and ALO
 - Organise travel and/or accommodation arrangements for Federation Council members and staff
 - Filing, document preparation and general office maintenance
 - Special projects as negotiated with the Executive Officer
 - Deputise for the Executive Officer as required
4. Occupational Health & Safety:
 - Adhere to OH&S policies and procedures
5. Finances:
 - Maintain accurate and up-to-date financial records in accordance with the requirements of the Federation and external bodies. This includes -
 - a. Completing data entry of Federation finances in an IT programme approved by Council
 - b. Maintaining up-to-date records of affiliate payments
 - c. Receipting and banking all monies
 - d. Reconciling monthly bank statements
 - e. Preparing the annual budget in consultation with the Treasurer, Executive Officer and President
 - f. Liaising with the Executive Officer regarding the establishment and review of financial procedures and an employment records system
 - g. Assisting the Executive Officer in the establishment and maintenance of an assets register
 - h. Preparing reports on monthly performance against budget
 - i. Liaising monthly with a contracted MYOB bookkeeper to:
 - i. Process BAS statements, payroll, superannuation guarantee reports, workers compensation and other statutory requirements
 - ii. Prepare payroll payment summaries
 - iii. Prepare and distribute invoices
 - iv. Monitor and report on cashflow requirements

- v. Advise on issues such as Award and Enterprise Agreement requirements, relevant changes to government legislation and regulations, and prudent financial management practices in light of external changes
- vi. Prepare and progress annual audits and finalisation of annual financial accounts

Person Specification

Key skills and abilities:

- Highly developed word processing skills
- Ability to relate to people at all levels in a professional and courteous manner
- Ability to communicate effectively with all affiliates and others by representing the Federation in a positive and dynamic way. This includes the ability to communicate clearly and concisely both verbally and in writing
- Ability to demonstrate well developed organisational skills, including the ability to work under minimum supervision, and prioritise workloads to meet deadlines
- Ability to demonstrate initiative in providing clerical and administrative support
- Willingness to work as part of a small team
- Ability to address conflict and others issues that may impact on the team
- Experience in providing a confidential secretarial/personal assistant service
- Understanding of the role of the Federation and its key links with the Australian Parents Council and the WA Catholic Education Office (desirable)
- A sound knowledge of Microsoft Office software packages including a working knowledge of Word, Publisher, Power Point, Access, Excel and navigating web pages and the internet
- Knowledge of a range of office business equipment and administrative procedures.
- Excellent working knowledge of MYOB (highly desirable) and Excel (essential)
- Relevant financial and/or administration qualifications (desirable)