



# Parents and Friends' Federation of Western Australia Inc.

*The Independent Voice of Catholic School Parents in WA since 1954*

President:  
Mrs Shelley Hill

Vice-President:  
Mr Joe Monterosso

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## Selection Criteria for Administration and Finance Officer

### Essential

1. Commitment to the ethos of Catholic education, the concept of parental choice in education, and the principle that parents and other care givers have a valid and valuable role to play in the education of their children.
2. Demonstrated proficiency with information technology, especially the Microsoft Office software suite including Word, Excel, and Outlook.
3. Demonstrated ability to relate to people at all levels in a professional and courteous manner.
4. Ability to communicate clearly and concisely both verbally and in writing.
5. Proven ability to operate effectively in a small team under minimum supervision, including the ability to prioritise workloads to meet deadlines, and to contribute positively to each function and working relationship.
6. Ability to file, retrieve, and physically organise materials in a small office environment.
7. Demonstrated literacy, numeracy, accuracy and attention to detail.

### Desirable

1. An understanding of the role of the Federation and its key links with the Australian Parents Council and the Catholic Education Office of WA.
2. Proficiency with Publisher and Power Point , MYOB Accounting Plus and Website support.
3. Knowledge of a range of office business equipment and administrative procedures.
4. Relevant financial and/or administration qualifications.