

Directorate

Division

Branch

Temporary/Permanent

Position Number

Classification

Position Title

Immediate Supervisor

Education

Business Services

Strategic Finance

Temporary

46623

Administrative Service Officer Class 5

Finance Officer

Assistant Director

DUTY STATEMENT

In accordance with Directorate Policies

1. Act as a contact for provision of advice on school based financial enquiries, including for budgeting, purchasing, payment of accounts, collection of moneys, banking, and financial recording and reporting. This will involve:
 - a. reporting on operational difficulties and providing options for remedial action.
 - b. reviewing and reporting on the effectiveness and efficiency of remedial action; and
 - c. assist in presenting in-service training programs for school-based staff including Principals, Executive Teams, Teachers, and Finance staff, which will include all aspects of Sentral/Xero finances.
2. Provide expert advice to schools regarding application of the Goods and Services Tax and assist with the provision of training to all school based staff as required.
3. Assist with the coordination of financial data from schools for incorporation in the Directorate's consolidated annual financial statements, internal reporting, and budgets.
4. Assist the School Finance Team with managing access to various finance databases including SAS, Xero and Westpac for school-based staff.
5. Other general administrative tasks as directed.

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SELECTION CRITERIA

- 1 Sound knowledge of schools' computerised accounting systems and finance processes.
- 2 Good knowledge of the Goods and Services Tax as it relates to schools' operations
- 3 Strong written and oral communication skills.
- 4 Capacity for accurate work of a financial nature.
- 5 Ability to consistently display quality customer service principles, practices, and attributes.
- 6 Commitment to equity and diversity, participative management and occupational health and safety principles and practices in the workplace.

DESIRABLE

- Experience in the school financial management
- Excel skills