POSITION DESCRIPTION

Directorate: Education

Branch: School Improvement

Business Unit: North Canberra/Gungahlin Network

Position Title: Finance Officer

Position Requirements: A current Working with Vulnerable People (WWVP) registration

Position Number: P66150

Classification: ASO4

Location: Palmerston District Primary School

Last Reviewed: May 2026

The Australian Capital Territory Public Service (ACTPS) is a values based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well demonstrate the related signature behaviours Values and Signature Behaviour - ACTPS Employment Portal

DIRECTORATE OVERVIEW

The ACT Education Directorate (Directorate) delivers high quality education services through government schools, registers non-government schools and administers vocational education and training in the ACT. The Directorate aims to develop and deliver educational services to empower each child and young person in the ACT to learn for life.

The Education Directorate is one of seven ACT Government Directorates established with a collaborative purpose to achieve the ACT Government's priorities and to serve the community. The Education Directorate services include the provision of public-school education, regulation of education and care services, registration of non-government schools and home education.

What is important to us: We are an education system that empowers our young people to thrive in ways that foster a democratic, equitable, diverse and prosperous society.

Our Mission: We develop and deliver educational services to empower each young person in the ACT to learn for life.

Our Vision: Our Directorate values of respect, integrity, collaboration, and innovation reflect the employee values of the ACT Public Service. These core values underpin our service delivery and are the cornerstone of our workplace environments. Translating these values into daily practice is an expectation of all ACT public servants.

The ACT public education system continues to expand with over 50,000 students attending 90 public schools, comprising:

- 52 preschool to year 6 schools (including four Koori preschools);
- nine year 7 to 10 high schools;
- eight year 11 and 12 secondary colleges;
- six early childhood schools (preschool to year 2);
- four specialist schools;
- eight preschool to year 10 schools (including one Koori preschool);
- one kindergarten to year 10 school; and
- one year 7 to 12 school.

The Directorate also has responsibility for the planning and coordination of early childhood education and care services for the ACT.

The Directorate is structured around four divisions: School Improvement Division; System Policy and Reform; Business Services Division and Service Delivery and Design. The Directorate employs approximately 7,050 staff including 4,211 school teachers and leaders.

Further information about working in the ACT Public Service and the Education Directorate can be found at https://www.jobs.act.gov.au/about-the-actps and https://www.education.act.gov.au/ .

BRANCH OVERVIEW

The School Improvement Branch works closely with schools supporting them to develop sustainable processes that ensure a culture of school improvement and accountability related to their individual context.

SCHOOL OVERVIEW

ACT Public Schools deliver quality education to shape every child's future and lay the foundation for lifelong development and learning. Palmerston District Primary School is located in the Gungahlin region with an enrolment of 690 students.

Palmerston District Primary School was the first Gungahlin school built on the lands of the Ngunnawal people, a place where we love to meet, play, collaborate, and learn together. We are a school where everybody matters, where every child is at the centre of everything we do. We are an inclusive school – a place where children love to learn.

We are looking for a highly motivated and experienced individual to join our admin team. This is a temporary position.

POSITION OVERVIEW

The Finance Officer is an active member of the school support staff team reporting to the Business Manager. The Finance Officer provides a high-level of support to the Business Manager with effective financial management, procedures and processes, following relevant ACT Directorate financial management and legislation.

The role requires strong interpersonal skills and ability to work collaboratively with staff, students, families, and the wider school community as well as a considerable degree of independence to manage workflow and prioritisation of tasks.

The position requires a high-level of confidentiality and discretion due to the sensitive nature of the information being handled.

WHAT YOU WILL DO

This position is an active member of the Palmerston District Primary School assisting with the operations of the school business and is accountable to the ACT Education Directorate. The Finance Officer will work under general direction in relation to established priorities, task methodology and work practices to provide support to the Business Manager in the day-to-day administration of the school in line with school requirements and Directorate priorities.

Front Office Administration/Reception

Under general direction:

- Provide appropriate advice and support to staff on student related matters.
- Liaise and communicate with internal/external stakeholders to resolve enquiries and build productive working relationships.
- Maintain a clean and safe work environment for students and staff; undertake relevant workplace health and safety requirements and, where necessary, escalate issues to senior executive.
- Regularly use ICT systems and databases such as Outlook, Microsoft Word, Microsoft Excel, Sentral, and Google products including Google Drive.
- Support the administration of other team members as required, assisting with supporting resources and contracts for services.
- Assist with the management of student data and associated records, compiling data and drafting reports in line with Directorate/ACTPS requirements.
- Coordinate sensitive documentation by maintaining confidentiality requirements according to relevant legislative and policy principles.

Finance Administration/Management

Under general direction:

- Manage and support finance processes such as receipting of payments, bank reconciliation, banking and initiation of invoices and purchase orders.
- Prepare a range of financial reports, including financial estimates, end of month reporting and six-monthly financial reports.
- Provide support to the Business Manager in the management of the school's financial and school administrative systems.
- Assist in the preparation of school budgets and monitor expenditure against approved allocations; prepare statements/returns to show trends.
- Maintain financial and front office administration using computerised systems including financial packages. (Xero / Sentral)

Teamwork

- Work effectively in a team environment by working with others towards a common goal.
- Plan, set priorities and meet deadlines with minimal supervision.
- Assist other staff to meet team and individual deadlines.
- Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behavior consistent with the ACTPS Respect, Equity and Diversity framework.

Communication and Stakeholder Management

- Provide excellent customer focused service to students, staff and the school community.
- Develop collaborative relationships with key stakeholders and external agencies with the ability to deal with complex matters with assistance from supervisor.
- Effectively communicate with sensitivity both orally and in writing.
- Prepare documentation such as school newsletters and general correspondence.

Business Strategy and Improvement

- Participate in work area business planning and improvement; provide input and assist in the review, development and implementation of policy, guidelines and procedures.
- Exercise initiative and judgement in solving day to day operational problems and suggests new ways of working to improve service delivery.
- Assist the line area manager to meet the relevant priorities and targets outlined in the school improvement plan and other strategic documents.

Records Management

- Maintain a range of record keeping systems and databases including student files.
- Under general direction, contribute to the compliance of student related information, record keeping and processes according to Education Directorate requirements and legislation.

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Sound understanding of and ability to maintain finance functions according to directorate policies and procedures including experience in the use of computerised financial management systems.

2. Demonstrated high level administrative skills including the ability to operate a variety of computer programs, databases and other records management systems.

3. Ability to interpret and apply rules, regulations and procedures to provide advice and make decisions with general direction under appropriate delegations.

Behavioural Capabilities

1. Well-developed interpersonal, oral and written communication and liaison skills with the ability to communicate sensitively and effectively with a range of stakeholders.

2. Demonstrated commitment and experience in high quality customer service principles and practice.

3. Strong organisational skills with the ability to work effectively in busy situations, in a team environment or independently and the ability to meet deadlines with minimal supervision.

Compliance Requirements / Qualifications

This position requires a Working with Vulnerable People (WWVP) Registration prior to commencing in this role.

Desirables

- Financial qualifications or relevant experience
- Knowledge of school specific software including Sentral and Xero.
- Excellent knowledge of Microsoft Outlook, Word and Excel.
- Business qualifications or experience in a business-related role
- First Aid Certificate or a willingness to undertake appropriate training.

Other information

Working in a School Setting Duty of Care

The legal duty of care requires that all staff should take all reasonable measures to ensure the safety of any student. Whilst Administrative Service Officers (ASO) do not have the same level of duty of care as teachers, because of the student/teacher relationship that exists and teachers' professional standing, all staff are required to take reasonable steps to protect students against risks of injury that could have reasonably been foreseen.

The duty is not to ensure that there is no injury but to take reasonable care to prevent injury thatcould have reasonably been foreseen. The level of duty of care for ASO staff will depend on the individual role and the arrangements put in place by the principal.

All ASO staff are responsible for providing basic physical and emotional care for students. This mayinclude activities such as toileting, assisting with meals and lifting of students and/or the provisionof support to students in accordance with approved student health care/treatment plans. The degree of responsibility for these activities will vary depending on the role, individual student needs and the working environment.

Employment conditions
A full-time Administrative Service Officer's ordinary hours of work are 147 hours over a four week period (ie. an average of 73 hours 30 minutes per fortnight or 36 hours 45 minutes per week).

Administrative Service Officers usually work 7 hours 21 minutes per day with an additional 60 minutes for a lunch break.

Administrative Service Officers in schools are required to work during school stand down periods (school holidays), noting that flexible working conditions may apply on an individual basis.

Extracurricular activities
Administrative Service Officers in schools may be required to assist teachers with the care and supervision of students in out-of-class activities including on school excursions, overnight camps and when transporting students to other campuses or facilities.

These school activities may be in addition to their ordinary hours of work. In these circumstances, participation is voluntary and following agreement with the principal, Administrative Service Officers may be granted flex or overtime in accordance with the enterprise agreement.

The degree of responsibility for these activities will vary dependant on the Administrative Service Officer, student needs and environment.

Mandatory reporting requirements
Administrative Service Officers in schools also have an additional responsibility for the care and protection of students. *The Children's and Young People Act 2008* (the Act) identifies certain persons, including teachers and public servants who in the course of their employment works with or provides services to children and young people, as mandatory reporters.

A mandatory reporter must notify Care and Protection Services when they believe, on reasonable grounds, that a child or young person has experienced, or is experiencing, sexual abuse and/or non-accidental physical injury.

Reportable conduct
The ACT Reportable Conduct Scheme is an employment based child protection measure designed to ensure that allegations and convictions against employees, related to abuse and misconduct against children, are identified and acted on appropriately. The Scheme was developed in response to the Royal Commission into Institutional Responses into Child Sexual Abuse and mirrors the NSW system, which has proven to be an effective and successful model.

The ACT Education Directorate is considered a 'designated entity' under the scheme and as such is required to report allegations, offences or convictions relating to child abuse or child-related misconduct by an employee, to the ACT Ombudsman. For the purposes of the scheme, a child is classified as a person under 18 years old.