



POSITION DESCRIPTION

Directorate: Education

Branch: School Improvement

Business Unit: Narrabundah College

Position Title: Finance and Absences Officer

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

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 schoolteachers 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. Narrabundah College is located in Narrabundah, and our enrolment area includes Narrabundah, Griffith, Red Hill, Barton, Oaks Estate, Deakin, Forrest and Yarralumla and we have 964 students enrolled across and approximately 100 staff. The college offers three streams of learning (ACT Senior Secondary, International Baccalaureate and French Baccalauréat). The school engages with all stakeholders to ensure that all students are supported in their respective endeavours.

POSITION OVERVIEW

As part of the administration team the Finance and Absences Officer will be required to work independently and collaboratively with the staff across the school. The successful applicant will manage the daily finance requirements within the school and enter the daily absences for Students (with the assistance of the Enrolments officer).

The applicant will organise the payment of suppliers, the raising of invoices and oversee the receipting of income through the front office. They will assist with the acquittals of excursions throughout the College. The applicant will have experience in finance, strong communication skills, high level customer service as well as a demonstrated ability to work in a team environment and engage with students, parents, carers, and teachers. Applicants will require excellent knowledge of Sentral and Xero. The applicant will be required to apply legislation, policy, procedures, and guidelines in line with the Directorate/ACTPS.

WHAT YOU WILL DO

This position is an active member of the *Administration Team* assisting with the operations of the school business and is accountable to the ACT Education Directorate. The Finance and Absences 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.

KEY RESPONSIBILITY

Provide high level administrative support within a specific work area and/or across the school. This may include coordinating a range of functions such as finance, student absences and general workflow of the work area.

Your major activities include but are not limited to:

Finance

Under general direction:

- Provide high level support to the Business Manager in the management of the school's financial and front office administrative systems.
- Ensure that the Directorate Policies are complied with regard to purchasing. Undertake the ordering of supplies and the supplier payments in a timely manner. Create all invoices and ensure receipting is completed.
- Develop compliance advice and systems, in line with directorate policies. Maintain financial and front office administration using a variety of computer systems including Sentral and Xero.
- Assist in the preparation of budgets; prepare estimates, financial returns and conduct regular expenditure reviews against approved allocations and prepare statements/returns to show trends.
- Assist in the management and facilitation of the community use of school facilities, ensure compliance with Directorate policies.
- Facilitate, or where appropriate, carry out training of support staff.
- Liaise and communicate in a professional manner with all staff, students, parents, community members, directorate personnel and internal and external stakeholders providing services to the school.

Student Administration

Under general direction:

- Provide appropriate advice and support to staff and parents on student related matters with assistance from senior staff.
- Maintain accurate class and attendance data.
- Sensitive and confidentially reporting parent or student concerns and other relevant information provided to the appropriate team members with the ability to resolve queries independently.
- Student absence/attendance requirements and associated processes in accordance with relevant legislation and Directorate policy.
- Coordinate sensitive documentation by maintaining confidentiality requirements according to relevant legislative and policy principals.

Teamwork

- Work effectively in a team environment with the ability to work independently organising workloads with the initiative to 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 behaviour 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 supervisors.
- Effectively communicate with sensitivity both orally and in writing.

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 suggest 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. Proven organisational skills with the ability to work effectively in busy situations, in a team environment or independently and the ability to plan, set priorities and meet deadlines with minimal supervision.
2. Ability to undertake accurately the class and attendance data
3. Ability to undertake the financial data entry for accounts receivable and payable throughout the College using computer-based programs in accordance with directorate policies and procedures.
4. Ability to work as a member of a team, communicate effectively, liaise with staff, parents and students and provide excellent customer service.

Compliance Requirements / Qualifications

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

Desirables

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

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 that could 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 may include activities such as toileting, assisting with meals and lifting of students and/or the provision of 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 (i.e. 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.