



Dominican School Position Information Document

Inspiring hearts and minds to be the best we can be

Title of Position:	Finance & Administration Assistant
Department:	Administration & Finance
Reports to:	Principal
Stream:	Administration & Finance
Classification:	Grade 2

Catholic Education South Australia (CESA) comprises over 100 schools, approximately 9,000 staff and more than 50,000 students across the Archdiocese of Adelaide and the Diocese of Port Pirie. Catholic schools and the Catholic Education Office (CEO) work in partnership with families, children, and young people to give life to the Living, Learning, Leading Framework and to successfully position CESA as the leading education system and an employer of choice.

Catholic Education South Australia is committed to ensuring the safety, wellbeing and dignity of all children and young people. All CESA staff undergo screening to ensure they are fit to work with and protect children and young people. We uphold safeguarding values through thorough recruitment processes, ongoing training, support and supervision, and ensuring all staff are aware of safeguarding policies and procedures.

POSITION OVERVIEW

Under the general supervision of the Principal (or delegate), the School Finance & Administration Assistant supports the provision of day to day financial tasks and activities.

You will also be required to carry out a wide range of reception and general administrative duties to assist leadership, staff, visitors and other members of the school community. The Finance & Administration Assistant will provide efficient and responsive customer-focused administration support across the school.

SIGNIFICANT WORKING RELATIONSHIPS

- Principal /Leadership staff
- Finance Officer
- Teaching and non-teaching staff
- Parents/caregivers, students and school community
- School Board Finance Committee
- CESA Finance Team
- External parties / stakeholders

KEY RESPONSIBILITIES

Finance duties include, and are not limited to:

- Accurately enter and retrieve basic financial data from digital record systems.

- Conduct routine financial tasks such as record-keeping, cash handling, receipting, balancing, and banking.
- Reconcile ledger and bank accounts and prepare routine financial reports for review and authorisation by others.
- Assist leaders with routine budget analysis by providing necessary data and supporting information and status on spending against budgets.
- Provide routine administrative and other general support to team members to assist in meeting the school's needs as required.

Administration duties include, but are not limited to:

- As a first point of contact for the school, maintain a professional reception area, greet visitors warmly and provide a quality customer service to those requiring it by responding to and/or referring enquiries as appropriate.
- Carry out a wide range of administrative duties including word processing, maintaining email and computerised records; filing in accordance with CES policy and practice; maintain records and record systems.
- Operate a range of office equipment including effective use of the telephone system, photocopier/scanner, printer, binding machine etc.
- Assist with the administration of enrolment activities including handling initial enquiries.
- Provide meeting support including preparation of agendas from information provided, assemble documentation and distribute notes/minutes ensuring adherence of required confidentiality.
- Use approved school systems to undertake student reporting for internal and external purposes as required.
- Utilise relevant data systems to maintain and generate standard reports, ensuring timely distribution of student and staff records, including medical and emergency contacts, absentee lists, and class rolls.
- Undertake mass production of printed material and documents as required including copying, collating, stapling, binding, folding and cutting.
- Assist with the preparation of school communications as required.
- As a designated First Aid Officer, provide timely first aid assistance for students and staff. Maintain appropriate First Aid facilities and accurate First Aid records including confidential, accurate and current Medical Emergency Plans for students.
- Actively participate in school events/activities, meetings, required training and professional reviews.
- Undertake other duties, as required by the Principal (or delegate).

PERSON SPECIFICATION

- Commit to upholding and actively contributing to the Catholic ethos of the school.
- Proficient in standard financial procedures and experienced in relevant theoretical knowledge to perform a wide variety of duties within area of responsibility.
- Effective and positive communication and interpersonal skills to engage with and deliver a responsive professional finance service to the school community and other stakeholders.
- Ability to adequately address predictable problems and interpret available information using discretion and judgement to achieve required results, seeking information and advice as necessary.

- Good time management and organisational skills and ability to effectively prioritise tasks and meet required timelines.
- Demonstrated accountability for achieving own work outcomes to specified standards and positively contribute to team activities and outcomes and support others as required.
- Proficient use of a range of office equipment including competent computer skills and knowledge and use of financial/payroll software systems.
- Demonstrated ability to maintain appropriate confidentiality.
- Ability to follow procedures and support others as appropriate during unexpected situations or emergencies.
- Commitment to continuous improvement and learning to remain current with area of specialty, undertake required training in a timely way and positively participate in professional reviews.

ROLE REQUIREMENTS

- Certificate III in Accounting, Finance, Business (or equivalent) or demonstrated expertise in a similar capacity, preferably within an educational environment. Experience working in a school setting is highly desirable
- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- First Aid Qualification as directed by the school.
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.
 - Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
 - Comply, in so far as you are reasonably able, with any reasonable instruction given by the employer.
 - Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.