

POSITION DESCRIPTION

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| Position Title | Administration/Financial Officer | |
| Directorate | Children's Services Section | |
| Section / Location | Children's Services | |
| Responsible to | Centre Co-ordinators Manager Community Operations | |
| Position Supervises | Direct: Nil Indirect: Nil | |
| Position No. | CC0059 | Service Centre Grade: 3B - 3F |
| Award Band & Level | Band 1 Level 3 | |
| Allowances | n/a | |
| Status and Hours | Permanent part time position . 21 hours per week | |
| Legislative requirements | Working with Children Check | |
| Date reviewed: March 2017 | | Reviewed by: Children's Services Management & Leadership Team |

The Inner West Council was formed on Thursday 12 May 2016 as a result of the amalgamation of Ashfield, Leichhardt & Marrickville Councils by the NSW State Government through the Local Government Proclamation 2016 (Council Amalgamations). The new Council has a population of 185,000 people and covers an area of 36 sq km and employs 1,250 people.

The Inner West Council operates across the areas previously governed by the former Ashfield, Leichhardt and Marrickville Councils. All Inner West Council employees may be transferred to any of these areas to allow sustained productivity and opportunities for skills growth.

POSITION PURPOSE

The Financial & Administration Officer is accountable for the organisation of financial and some general administrative functions at the Child Care Centres.

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its values First with flexibility, integrity, respect and the spirit of team as a set of values and associated behaviours for all levels in the organisation. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential Criteria:

1. Ability to prioritise tasks, work both independently and collaboratively within the team and achieve agreed outcomes on time and to the agreed standard .
2. Demonstrated experience of financial monitoring, recording and reporting, including ordering and budgeting.
3. Proven experience in the administration of Child Care Benefit and Child Care Rebate under the Federal Government's Child Care Management System (CCMS) and other relevant benefits and programmes (eg JET, SCCB, ISP)
4. Data entry and word processing skills, including proficiency in CCMS approved software packages and Council's corporate software packages
5. Demonstrated ability to provide excellent customer service including interacting and communicating effectively with children, parents, staff and other stakeholders.
6. Proven interpersonal skills including the use of verbal, written and technological communication.
7. Strong commitment to Children and Family Services and Council's vision and mission including strategic plans and innovations
8. Knowledge and understanding with a commitment to implement EEO and WH&S principles

SCHEDULE OF DUTIES:

The Financial & Administration Officer is accountable for the organisation of financial and some general administrative functions and general administrative functions at the service level.

1. Work closely with Centre Co-ordinator to ensure professional, seamless operation of the centre.

2. Develop and maintain professional, respectful relationships with staff, parents and all internal and external stakeholders, remaining confidential at all times.
3. Take personal responsibility for conducting behaviour at all times within Council's values.
4. Take responsibility for the cleanliness and general upkeep of the workplace, ensuring all equipment and resources are respected and maintained to an optimum level.
5. Maintain up to date attendance and fee records for all children enrolled through accurate data entry.
6. Receipt and reconcile fees weekly, providing required reporting to Council's Finance section.
7. Follow up late payment of fees on a weekly basis directly with parents.
8. Follow up fees that are outstanding by 2 weeks via phone call or in person and email.
9. Refer for action to the Coordinator, any families with fees that are outstanding for more than two weeks and prepare and send late fee letter with Co-ordinator signature.
10. Ensure prompt handling of fee inquiries.
11. Ensure compliance with relevant State and Federal requirements for record keeping.
12. Maintain detailed up to date knowledge of all relevant legislation in reference to Child Care Benefit and Child Care Rebate.
13. Actively participate in continuous improvement of systems, procedures, organisational culture and cross organisational communication.
14. Assist the Coordinator to compile funding and reporting submissions for the State and Federal Governments and Council as required.
15. Assist the Co-ordinator with enrolment procedures and bookings as required.
16. Assist with enrolment and waiting list inquiries and maintaining waiting list and enrolment records accurately.
17. Word processing of correspondence and reports.
18. Ensure that information is readily retrievable and accessible by developing and maintaining appropriate and satisfactory filing systems.
19. Ensure that the archiving is completed yearly and in accordance with Council's and the Children's Services Policies and Procedures, The National Education & Care Regulations and Law.

20. Contribute to the productivity of the services by dealing with day to day activities including phone inquiries, vetting of phone calls, sourcing out and providing information, and photocopying.
21. Ensure accurate and complete information is entered appropriately on purchasing requisitions.
22. Ensure that supplies of stationary, information sheets, standard forms are in sufficient supply.
23. Conduct other clerical/administrative projects/duties as required by the Centre Coordinator, Children's Services Co-ordinator and the Manager, Children's Services.
24. Undertake ordering/purchasing as required by the Centre Co-ordinator, following Council's procurement and purchasing processes.

KEY RELATIONSHIPS:

Internal:

External:

INHERENT PHYSICAL REQUIREMENTS

Functional requirements:

1. Ability to walk on various surfaces this can include at times wet floors.
2. Ability to bend, squat and kneel for long periods of times.
3. Ability to lift and carry varied weights frequently
4. Ability to perform repetitive tasks with upper limbs.
5. Ability to stand for prolonged periods, intermittently for up to 6-7 hours a day

Physical Attributes:

1. Possess good special perceptive and balance.
2. Possess good fine motor skills to operate equipment.
3. Full functional use of shoulders, arms, wrists and hands.
4. Full functional use of lower back, hips, knees and ankles.
5. Possess grip strength
6. Full range of movement of the neck
7. Ability to tolerate the outdoor environment (heat, cold, wet, humidity)

WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT EMPLOYEES WITH NO STAFF REPORTING TO THEM AND/OR NO MAJOR PROJECT RESPONSIBILITY

LEVEL 6

Level 6 staff are required to perform their duties in accordance with their job description and safe working practices. It is the responsibility of each staff member to ensure that they comply with Work Health & Safety legislation as well as Council policies, procedures and safe work practices and that their actions do not subject any person to risk. The responsibility of this position requires:

| Responsibilities | Performance Measures |
|--|---|
| <ul style="list-style-type: none"> Ensuring all work is performed in accordance with requirements of the Health and Safety policy, procedure and legislation | <ul style="list-style-type: none"> Conformance to WH&S policy and procedures Knowledge of, and use of Safe Work Method Statement (SWMS) and Standard operating procedures |
| <ul style="list-style-type: none"> Taking reasonable care for their own Health and Safety as well as that of others | <ul style="list-style-type: none"> Use of SWMS and Standard operating procedures |
| <ul style="list-style-type: none"> Having an understanding of the Health and Safety requirements associated with their employment | <ul style="list-style-type: none"> Training records |
| <ul style="list-style-type: none"> Reporting all identified hazards, accidents/incidents and near misses to their manager/supervisor Ensure all potential or actual areas of danger within the workplace are immediately made safe, repaired and reported to the appropriate person/s as soon as possible; | <ul style="list-style-type: none"> Hazard identification reports Workplace inspection reports |
| <ul style="list-style-type: none"> Using and maintaining all safety equipment and personal protective equipment (PPE) in accordance with relevant standards. | <ul style="list-style-type: none"> PPE maintenance records Knowledge and use of Standard operating procedures |
| <ul style="list-style-type: none"> Working in accordance with relevant competency standards | <ul style="list-style-type: none"> Training records. Supervisor site inspection records |
| <ul style="list-style-type: none"> Knowledge of WH&S and related legislation within scope of job description | <ul style="list-style-type: none"> Attendance at training sessions |

Applicant Declaration

I, have read and understood the position description for the **Administration/Financial Officer** as detailed in this document.

Signature:

Date: / /