



THE DEPARTMENT OF EDUCATION, TRAINING AND EMPLOYMENT
JOB AND PERSON SPECIFICATION

Form containing job details: Title of Position (Finance and Administration Officer), Classification Code (ASO3), Administrative Unit (Department of Education & Childrens Services), Directorate (Office of Learning and Service Delivery), Unit/Section (Aboriginal Lands District), Position Analysis, and Version Number (06/01/05).

Job and Person Specification Approval

Approval line with date fields and title: CPE or CEO or Delegate

JOB SPECIFICATION

1. Summary of the broad purpose of the position and its responsibilities/duties.

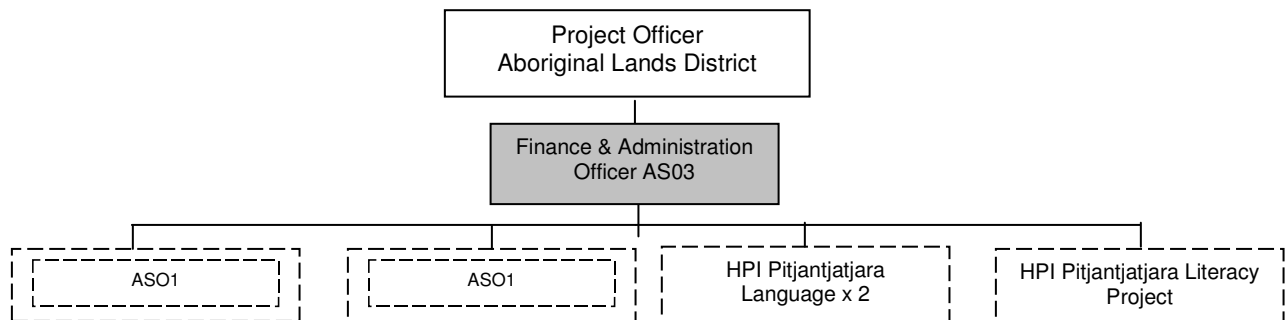
The Finance and Administration Officer is responsible to the District Director, Aboriginal Lands through the Project Officer, Aboriginal Lands District for the provision of comprehensive administrative, financial and personnel services which support the efficient functioning of Anangu Education Services by:

- contributing to the development, implementation and monitoring of financial and budget processes, information technology, human resources and physical resources.
coordinating the provision, management and supervision of administrative support and customer services.
contributing to and supporting the achievement of Anangu Education Services objectives and goals.
contributing to the delivery and maintenance of efficient work practices.

2. Reporting/Working Relationships

Reporting lines are as follows:

- The Finance and Administration Officer is accountable to the Project Officer, Aboriginal Lands District and is responsible for the Adelaide Office administrative staff.
Also liaises with and assists all levels of DECS staff and other agencies together with indigenous language speaking parents, students, personnel and community members as required.



2. Reporting/Working Relationships (cont)

- Responsible to the District Director, Aboriginal Lands
- Reports functionally to the Project Officer, Aboriginal Lands District

3. Special Conditions

- Travel:** Some intra and interstate travel may be required, including travel to Pitjantjatjara and Yankunytjatjara communities.
- Out-of-hours:** Some out of hours work may be required.
- Location:** Anangu Education Services Adelaide Office.
- Performance targets:** The incumbent will be required to achieve performance targets that are negotiated and mutually agreed with the Project Officer, Aboriginal Lands District.
- Conditions:** A drivers licence is required.

4. Statement of Key Responsibilities/Duties

- Ensure the provision of an effective administrative and financial support service by developing, implementing and reviewing appropriate systems and procedures and providing sound and timely advice.
- Contribute to the effective and accurate management of funding for Anangu Education Services and by providing advice on the establishment of budgets and cash flows for salaries and goods and services, monitoring actual expenditure against the budget, reporting on budgets, ensuring that all (State, Commonwealth and Other) funds are accounted for and providing financial accountability information.
- Ensure the provision of an efficient administrative support service to officers by providing line management to and coordinating the work of Administrative Services Officers and reviewing appropriate human resource systems and procedures.
- Support effective operations of Anangu Schools by providing advice and support in relation to personnel, financial and facilities issues.
- Contribute to the maintenance, security and operations of the site by liaising with support staff, DECS personnel and other relevant service providers and by advising on the development, implementation and review of appropriate procedures.
- Support the provision and ongoing management of an effective information service by planning, implementing and monitoring appropriate technology to meet the site needs.
- Contribute to the promotion and implementation of the Principles of Public Administration and Personnel Management, and in particular, Equal Opportunity, Occupational Health and Safety and the Merit principle by adhering to the provisions of the PSM Act and associated legislation.

5. Position Challenges/Context

Anangu Education Services is the unit within the DECS responsible for the development, delivery and monitoring of preschool and school education to students living in remote Anangu communities. Anangu Education Services is also responsible for curriculum, management and support services in all Child Parent Centres and Anangu schools on the Anangu Pitjantjatjara Lands, Maralinga Tjarutja Lands and Yalata Lands together with the Wiltja Secondary Education and the Wiltja Residential Programs based in Adelaide.

Highly developed communication and cross-cultural skills are required for this position.

Acknowledged by Occupant _____ / /

PERSON SPECIFICATION

Essential Minimum Requirements (Those characteristics considered absolutely necessary).

Educational/Vocational Qualifications

Personal Abilities/Aptitudes/Skills
<ul style="list-style-type: none">• Proven ability to contribute to building a team environment and develop effective working relationships with staff at all levels.• Ability to communicate effectively both verbally and in written form with a wide range of people.• Proven ability to determine and organise priorities, plan appropriately, meet deadlines under pressure and take initiative where appropriate.• Proven ability in the development and utilisation of accounting and budget monitoring systems and in the analysis and reporting on financial data including the preparation of budgets and audit reports.• Proven ability to establish and manage effective office systems, technologies and procedures.• Ability to analyse issues and propose appropriate solutions.• Ability to interpret and apply various policies, guidelines and legislative requirements.• Ability to develop and construct data bases, spreadsheets and use word processing applications.

Experience (including community experience)
Demonstrated successful experience in: <ul style="list-style-type: none">• A financial and administrative role in a complex office environment.• Developing and maintaining administrative structures and support including computer networks.• Providing leadership and to manage, motivate, develop and advise staff in an administrative environment.

Knowledge
Knowledge of: <ul style="list-style-type: none">• Public Sector accounting and budgeting procedures.• Computerised financial systems.• Public Sector personnel practices and procedures.• Audit and Treasury regulations.• OHS&W, EO, PSM Act and associated regulations, determinations and guidelines.

PERSON SPECIFICATION cont.

Desirable Characteristics (To distinguish between applicants who have met all essential requirements).

Personal Abilities/Aptitudes/Skills
Experience
Experience in: <ul style="list-style-type: none">• Staff counselling, staff appraisal and recruitment.• Mind Your Own Business (MYOB) specialised accounting software and asset management applications.
Knowledge
Knowledge of: <ul style="list-style-type: none">• Knowledge of required processes in applying for and managing Commonwealth Grant Funding.• DECS accounting and administrative policies and procedures.• Issues affecting Anangu and Aboriginal people.
Educational/Vocational Qualifications
<ul style="list-style-type: none">• Possess or be studying towards a recognised post-secondary qualification in accounting, business, commerce or economics.• Office administration.• Computer software applications.

NOTES ON THE PREPARATION OF JOB AND PERSON SPECIFICATIONS

Job and person specifications serve several functions. They are:

- when *filling a vacant position*, to provide both job applicants and the selection panel with information on the responsibilities and duties of a job, and the skills and knowledge that it requires, and assist in ensuring selection based on merit
- to assist with *induction and training*
- when *reviewing an employee's performance*, to provide a basis for discussion
- when *considering and refining organisational goals*, to provide information on the relationship of the position to others within the organisation, and to the organisation's functions
- when *considering job classification*, to provide base information on the responsibilities and reporting relationships associated with the position.

Job and person specifications should be written to maximise the information relevant to the above aims, and should be consistent with and complement each other.

In setting key responsibilities/duties attention should be given to the use of words indicating the degree of accountability involved. For example, "responsible for" or "ensures" indicates a higher level of accountability than does "contributes to" or "provides support for".

In defining Essential Minimum Requirements, careful attention should be paid to the degree of skill or knowledge required. For example, "proven ability to" or "detailed knowledge of" requires a higher level of expertise than does "ability to" or "awareness of". High skill words should be used with care to avoid unnecessarily limiting the field of acceptable applicants.

Commissioner's Circular 7 defines the use of the person specification in the selection process in Section 3, and the meanings of the terms used in accordance with the application of the merit principle in Appendix 1. Commissioner's Circular 50 gives guidelines for the preparation of job and person specifications, including examples. Appendix 1 sets out the required qualifications for specified classifications. Any queries should be referred to the Secretary, Qualifications Review Committee, Department of Personnel and Industrial Relations.