



INNER WEST COUNCIL

POSITION DESCRIPTION

Position Title	Administration / Financial Officer	
Division	Community and Engagement	
Group	Children and Family Services	
Responsible to	Centre Coordinator	
Position Supervises	Direct: Nil Indirect: Nil	
Position No.	IW5756	
Status	Permanent Part-Time	
Hours	21 hours per week	
Salary Grade	3B-3F (Former Leichhardt)	
Salary	\$26.36 p/hour - \$28.85 p/hour \$28,785.12 pa - \$31,504.20 pa	Band & Level: 1/3
Allowances	As applicable to the position	
Pre-employment checks Legislative requirements	<input checked="" type="checkbox"/> Working With Children Check <input checked="" type="checkbox"/> Pre-employment Medical	
Date reviewed: June 2018	Reviewed by: Group Manager Children & Family Services	

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 sqkm.

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 Administration / Financial Officer is accountable for the finances and general administrative functions carried out at the Child Care Centre.

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
9. Meets Child Protection Act requirements and holds a current NSW Working with Children Check clearance.

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

- Work closely with Centre Co-ordinator to ensure professional, seamless operation of the centre.
- Develop and maintain professional, respectful relationships with staff, parents and all internal and external stakeholders, remaining confidential at all times.
- Take personal responsibility for conducting behaviour at all times within Council's values.
- Take responsibility for the cleanliness and general upkeep of the workplace, ensuring all equipment and resources are respected and maintained to an optimum level.
- Maintain up to date attendance and fee records for all children enrolled through accurate data entry.
- Receipt and reconcile fees weekly, providing required reporting to Council's Finance section.
- Follow up late payment of fees on a weekly basis directly with parents.
- Follow up fees that are outstanding by 2 weeks via phone call or in person and email.
- 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.
- Ensure prompt handling of fee inquires.
- Ensure compliance with relevant State and Federal requirements for record keeping.
- Maintain detailed up to date knowledge of all relevant legislation in reference to Child Care Benefit and Child Care Rebate.
- Actively participate in continuous improvement of systems, procedures, organisational culture and cross organisational communication.
- Assist the Coordinator to compile funding and reporting submissions for the State and Federal Governments and Council as required.
- Assist the Co-ordinator with enrolment procedures and bookings as required.
- Assist with enrolment and waiting list inquiries and maintaining waiting list and enrolment

records accurately.

- Word processing of correspondence and reports.
- Ensure that information is readily retrievable and accessible by developing and maintaining appropriate and satisfactory filing systems.
- 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.
- 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.
- Ensure accurate and complete information is entered appropriately on purchasing requisitions.
- Ensure that supplies of stationary, information sheets, standard forms are in sufficient supply.
- Conduct other clerical/administrative projects/duties as required by the Centre Coordinator, Children's Services Co-ordinator and the Manager, Children's Services.
- Undertake ordering/purchasing as required by the Centre Co-ordinator, following Council's procurement and purchasing processes.

KEY RELATIONSHIPS:

Internal: Centre Coordinators, Children Services Educators, all internal staff

External: Children, Parents and extended families, suppliers.

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: / /