



Christ Church Grammar School

DUTY STATEMENT

Executive Assistant - Finance

DATE: January 2024

STATUS: 1.0 FTE

TIME: Full-time, ongoing

HOURS: 37.5 hours per week.

FACULTY/AREA OF RESPONSIBILITY: Finance

POSITION CONTEXT:

Christ Church Grammar School is an Anglican day and boarding school for boys from Pre-Kindergarten to Year 12. Located in Perth, Western Australia, the School overlooks the Swan River at Freshwater Bay in Claremont. Enrolments are comprehensive and at present are approximately 1750 students including boarders. The School consists of the Preparatory School (PK to 6) and the Senior School (Years 7 to 12).

PRIMARY OBJECTIVES:

The Executive Assistant provides efficient and confidential administrative support to the Director of Finance, the Deputy Director of Finance, Business Manager and the Finance team.

The role encompasses the full suite of duties normally expected of an Executive Assistant with regards to the interaction with the Director of Finance, Principal and School Board ('Council'), whilst still being capable of providing significant administrative, finance and clerical support to the department.

LINE MANAGEMENT:

Reporting directly to the Director of Finance.

WORKING RELATIONSHIPS:

- Director of Finance
- Finance team
- Principal
- Council Chair and members
- Foundation Chair and members
- Executive team
- Teaching and other Support staff
- Parents
- Visitors

KEY RESPONSIBILITIES:

- Director of Finance support including but not limited to:
 - Provide confidential administrative support to the Director of Finance
 - Prepare documentation for, and arising from Council meetings and distribute to members via the Schools online platform
 - Meeting co-ordination and scheduling
 - Attend Council meetings and prepare draft minutes

- Assist in the preparation and distribution of documentation for Foundation meetings
 - Maintain minute books, meeting dates and contact lists for Council and Foundation
 - Assist in the induction and welcome of new Council members in line with policy and legislation
 - Provide administrative support to OH&S committee and other staff working groups
 - Undertake other duties may be assigned
- Finance Team Support including but not limited to:
 - Support the Finance team by assisting with end of month procedures and processes
 - Assist with daily banking and receipting
 - Manage petty cash disbursements including reconciliation and coding
 - Assist in the preparation and distribution of annual budgets and other financial master spreadsheets as required
 - Control and review General Ledger Reconciliation register and file
 - Act as a backup for the Accounts Receivable, Accounts Payable and Payroll officers (training and support provided)
 - Manage Working with Children documentation and compliance
 - Distribute, collate and data entry of all casual employment documentation for payroll
 - Administer Workers' Compensation claims
 - Undertake other duties may be assigned

KEY RESULT AREAS:

Behavioural Descriptors:

- Use initiative and take responsibility for all tasks undertaken
- Exercise judgement and solve problems within the scope of the position
- Adaptability and willingness to learn
- Undertake tasks with accuracy and professional competency, within prescribed deadlines and foster a cooperative work environment
- Maintain confidentiality at all times
- Undertake safe work practices

Team Participation:

- Contribute constructively and positively with Finance team
- Work closely and cooperatively with all staff members
- Engage positively with the wider School community
- Ensure performance consistent with the ethos, aims and objectives of the School

Customer Outcomes:

- Exhibit awareness of the need for sensitivity in dealing with all members of the Christ Church community together with those in the wider community
- Identify and meet internal and external customer needs and ensure that agreed customer expectations such as timely and accurate responses are met
- Deliver exceptional customer experiences

KNOWLEDGE, SKILLS AND EXPERIENCE

This position requires:

- All applicants must have a National Police Certificate and have completed a Working with Children Check
- An extremely high regard for confidentiality, reliability and integrity in respect to all interactions with members of staff and the wider community
- Demonstrated experience in executive administration work
- Flexibility and a willingness to adapt to changing needs and requirements of the position
- Proven numeracy skills particularly with regards to basic account reconciliation work
- Strong written and communication skills
- Demonstrated strong interpersonal skills
- Highly developed and accurate skills using Microsoft Office
- Demonstrated commitment to contributing to a positive and constructive team environment
- Ability to adapt and work effectively in a busy and supportive environment

The person must have:

- Initiative
- Flexibility
- Reliability
- Tact and diplomacy
- Ability to maintain confidentiality
- Excellent communication skills
- Ability to work co-operatively as part of a team
- The willingness to assist in other areas of administration as necessary
- Ability to work independently as necessary
- Commitment to continued professional and personal development.
- Ability to communicate well with a wide range of people

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Christ Church Grammar School takes child protection seriously, and as an employee of the School, you are required to meet the behaviour standards outlined in our Child Protection Policy and the Staff Code of Conduct, as updated from time to time.

Therefore, as part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Act as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Maintain a valid Working with Children Check
- Report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people
- Participate in professional learning covering the Staff Code of Conduct and all school policies and procedures at least biennially

SALARY, TERMS AND CONDITIONS:

- The successful applicant will be employed under the Christ Church Grammar School (Support Staff Enterprise Bargaining) Agreement 2022
- Opportunity to further your career through PD and study considered
- Salary will be negotiated according to qualifications and years of experience
- Salary level: 3.1 to 3.6