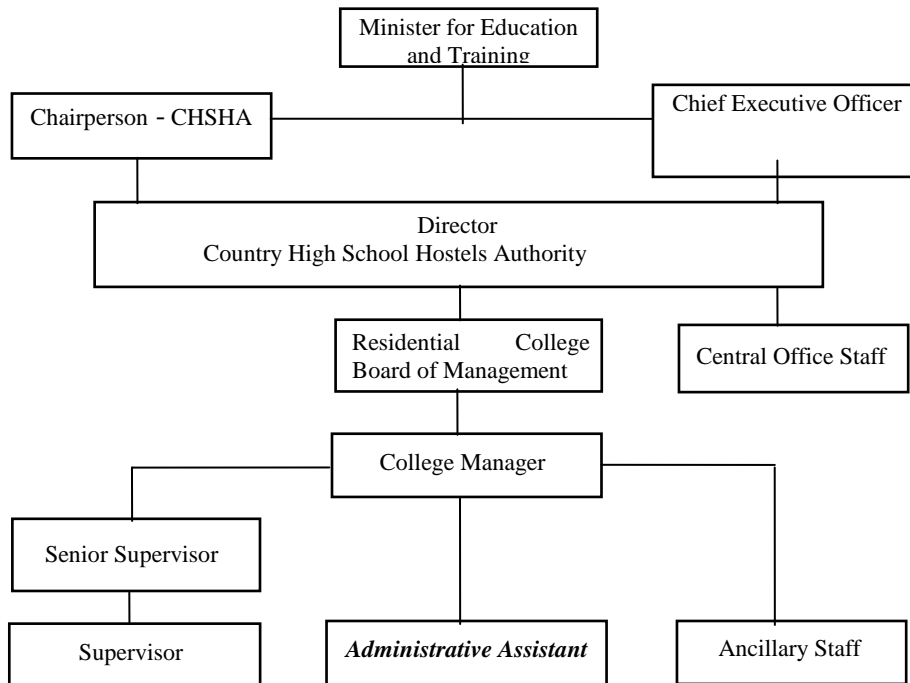




JOB DESCRIPTION FORM

TITLE:	ADMINISTRATIVE ASSISTANT
RESIDENTIAL COLLEGE:	BROOME
POSITION NUMBER:	BRO/AA/1
LEVEL:	2
AWARD/AGREEMENT:	Government Officers Salaries, Allowances and Conditions General Agreement 2006 CHSHA Residential College Administrative Officers Agreement 2003
JDF EFFECTIVE:	1 March 2007
REPORTING RELATIONSHIPS:	



Scope and Context

The Country High School Hostels Authority provides boarding facilities in strategic locations for rural students. There are ten residential colleges in Western Australia, situated in Albany, Broome, City Beach, Esperance, Geraldton, Katanning, Merredin, Moora, Narrogin and Northam. Over 130 employees support the Authority in its operations.

Key Responsibilities

Provides administrative, financial and payroll support to the College Manager and contributes to the college operations.



STATEMENT OF DUTIES

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1. Student Enrolments

- 1.1. Communicates effectively and diplomatically with staff, students, parents and the community thereby enhancing the positive image of the College.
- 1.2. Maintains College databases, information and record systems, including the Provisional Enrolment Register and student records.

2. Accounting

- 2.1. Maintains and operates the College accounting system (including assets) and student accounts in accordance with Authority policy.
- 2.2. Daily collection, receipting and banking of money.
- 2.3. Prepares accounts and presents accounts and cheques for signature.
- 2.4. Produces financial statements and reports; including reconciliation of financial management system to bank accounts on a monthly basis, production of financial reports, payments and receipts journal and detailed cleared transaction report at the Bank.
- 2.5. Administers and reconciles Petty Cash advance.
- 2.6. Calculates and arranges payment of Fringe Benefit Tax and Business Activity Statements.

3. Payroll and Personnel



- 3.1. Prepares wages and salaries for college staff; arranges payment of tax, superannuation and other deductions, maintains relevant records and prepares group certificates.
- 3.2. Processes and maintains personnel records and files.
- 3.3. Compiles submissions for workers compensation and monitors progress reports.



STATEMENT OF DUTIES

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4. Human Resources

- 4.1. Prepares employment contracts in accordance with the CHSHA Human Resource Manual.
- 4.2. Provides advice to staff and applies CHSHA Awards and Agreements, personnel and establishment policies and practices.
- 4.3. Maintains and provides data relating to EEO, FTE and MOIR reporting for central office.
- 4.4. Provides administrative support when vacant positions are advertised in accordance with approved procedures.

5. General

- 5.1. Undertakes secretarial and administrative duties required in day-to-day operation of the College, including mail and reception.
- 5.2. Types and prepares correspondence, reports and other College material for distribution.
- 5.3. Prepares personnel and statistical returns required by State and Commonwealth agencies.
- 5.4. Assists in the organisation of appointments, travel arrangements, staff and board meetings and functions. Acts as minute secretary as required.
- 5.5. Undertakes to uphold the W A Public Sector Code of Ethics and the CHSHA Code of Conduct.
- 5.6. Other duties as required.




SELECTION CRITERIA

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ESSENTIAL

- Office management skills, including knowledge of administrative procedures, secretarial practices and records management.
- Well developed interpersonal and liaison skills.
- Financial management skills, including bookkeeping, reconciliation knowledge and skills with an ability to use a computerised accounting package. Knowledge of taxation legislation in regard to GST and FBT requirements.
- Ability to perform payroll and personnel functions, including capacity to interpret and apply Acts, Awards and Agreements. Knowledge of taxation and superannuation legislative requirements and ability to interpret industrial relations and human resources policies.
- Able to demonstrate effective written and oral communication skills.
- Good word processing and spreadsheet skills.

DESIRABLE

- Understanding of Indigenous Australian culture.
- Experience with computing systems: (Highly)
 database (preferably Access)
- Knowledge of Public Sector policies and procedures.

Other Conditions of Employment

- Providing evidence of clearance of police screening. You are required to provide photocopies of "100 point" identification documents and to complete a consent form for the Department of Education to undertake the police screening.
- Completing the CHSHA Declaration of Good Character form.
- Supplying proof of age, in the form of a Birth Certificate, Birth Extract or Passport.
- Satisfactory completion of an initial 6 month probationary period.
- Travel to Perth once per year for a minimum of two days professional training.



CERTIFICATION

TITLE:	ADMINISTRATIVE ASSISTANT
RESIDENTIAL COLLEGE:	BROOME
POSITION NUMBER:	BRO/AA/1
LEVEL:	2

The details of this document are an accurate statement of the duties, responsibilities and other requirements of the job.

COLLEGE MANAGER

DIRECTOR

Signature

Signature

Date

Date

As occupant I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

NAME	SIGNATURE	DATE APPOINTED	DATE