WACSSO Finance and Administration Officer – JDF

Functional Requirements

- Provides relevant information to enable the organisation to comply with the Associations Incorporations Act and the WACSSO Constitution and is the Secretary for the purpose of the Act.
- Responsible for managing the finance requirements of the organisation, including liaison with external contractors, as directed by State Council.
- Provides financial reports and advice as required by State Council and President.
- Identifies, evaluates and develops budgets, service agreement, funding arrangements and grant applications for the organisation as directed by State Council and the President.
- Attends meetings of State Council, Corporate Governance and Executive Committee and Annual Conference, and is responsible for agenda preparation and minute taking.
- Responsible for conducting elections in line with the requirements of the WACSSO Constitution.
- In consultation with stakeholders, promotes continuous improvement of processes and systems.
- Manages and maintains the identification and development of written standard procedures of the office.
- Provides assistance and support to State Council, Annual Conference, Executive and the President.
- Collaboration with other staff members to ensure constitutional and competing deadlines are met across all positions within the organization.
- Carries out any other duties within the boundaries of skills, competence and training that may be requested by the President.

Selection Criteria

Essential:

- Minimum of year 12 Leaving Certificate (or equivalent).
- Excellent and demonstrated written and oral communication skills.
- High level of computing skills, including proficiency with Microsoft Office.
- Demonstrated financial management with experience in MYOB or similar.
- Proven ability to work independently to achieve planned outcomes within agreed timeframes.
- An understanding of legislation and constitutional requirements relating to incorporated associations.

Desirable:

- Relevant qualification in business and financial services.
- Understanding of corporate governance applicable to Western Australia.
- Knowledge of Western Australia Council of State School Organisations’ role and function, or a like organisation.
- Current C Class WA Driving Licence.