



Administrative Officer

Selection Criteria

1. Knowledge and Skills

Essential

- Experience with computer based finance package.
- Knowledge of Child Protection legislation and its implications for the care and protection of children.
- Ability to contribute as a team member to Occupational Health and Safety issues in the centre.

2. Education and Training

Desirable

- Windows 98/XP, Microsoft Word, Excel.
- Knowledge of Star Care computer program desirable.
- Acceptance from Working with Children Check.

3. Work Experience

Desirable

- Previous clerical experience.
- Previous finance/accounting experience.

4. Attitude Requirements

Essential

- Proven ability to communicate clearly all-necessary information to families, children and staff members under the direction of the Team Leader/Teacher/Director.
- Ability to work autonomously.

5. Physical Requirements

Essential

- Ability to undertake all physical requirements involved with the early childhood setting including lifting loads of 20kg, bending, squatting, pushing, pulling, trunk twisting, kneeling and standing and sitting for duration.



Administrative Officer

Job Description

Responsible to the Director

General Responsibilities

- To carry out the clerical duties associated with the operation of the centre as advised by the Director of the service.
- Consultation with the Director is to be ongoing but many duties will be performed under limited supervision.
- Initiative and judgement should be exercised in carrying out routine responsibilities.

Specific Responsibilities

1. Administration

- 1.1 To ensure effective and efficient administration of:
 - General office duties
 - Administration of centres finances and funding
 - Word processing
 - Data entry
 - Ensure the highest level of customer service, telephone and reception duties.
 - Ensure enrolment processes and data base applications are effective and current
- 1.2 To complete monthly account reports for the centre Director.
- 1.3 To complete all Government Subsidy forms.
- 1.4 To compile petty cash reconciliation and balancing.
- 1.5 To maintain the centres waiting list.
- 1.6 To pay accounts on invoice in consultation with the Director.
- 1.7 To type correspondence and monthly reports for the Director.
- 1.8 To maintain inventory.
- 1.9 To open all correspondence i.e. mail/email.
- 1.10 To maintain files in accordance with the Children's Services Regulations 2004 requirements.
- 1.11 To maintain the general appearance of the office.
- 1.12 To operate and maintain centres computing systems.
- 1.13 Convey information regarding children to primary contact staff in an effective and timely manner.
- 1.14 Effectively provide information to customers and community in relation to Sunshine Kids.

2. Physical Requirements

- 2.1 To take precautions to ensure his/her health and safety are maintained at all times.

3. Professional

- 3.1 To maintain confidentiality and adhere to the ECA's Code of Ethics.

4. Physical Requirements

- 4.1 To perform any other duties as required from time to time by the Director.

5. Occupational Health & Safety

- 5.1 To maintain a clean and safe work environment while complying with all Sunshine Kids safety policies and procedures.
- 5.2 To report all workplace accidents and hazards to the supervisor. Implement immediate action for identified hazards if able to do so.
- 5.3 To participate in workplace consultative meetings as required and recommend improvements to relevant policies and procedures.

6. Child Protection

- 6.1 To assist the head of agency to comply with child protection in the workplace - responding to allegations of reportable conduct against employees.
- 6.2 To inform the head of agency of all allegations or convictions of a child protection nature against an employee, of which you become aware.
- 6.3 To ensure compliance as a mandatory reporter, which requires reporting to DoCS, where there are reasonable grounds to suspect that a child is a risk of harm.

7. Our Community

- 7.1 To be an advocate for high quality services for children in our community.
- 7.2 To manage information which assists families to access resources within our community.