



POSITION DESCRIPTION

Position	FINANCE OFFICER
Location	16 York Street, South Perth
Region	CentreWest WA
Reports to	WA Councilor/Delegate Regional Leadership Team
Direct Reports	None
Employment Type/Term	2 days per week or equivalent (15 hours per week), permanent
Date	March 2024

ORGANISATIONAL CONTEXT:

The Sisters of Saint Joseph of the Sacred Heart (SOSJ) continue God’s mission by immersing themselves in the midst of life to empower others and bring hope. Education, in its broadest sense, remains their main work. Founded in 1866, the organisation operates as a registered charity with central offices in Sydney, Regions in Australia, New Zealand, Ireland and a presence in some other countries.

The Congregation is governed by the Congregational Leader and her Leadership Team. Each region is led by a Regional Leader supported by her Leadership Team. The Congregation’s Leadership team is assisted in its administration by the Central Administration Services (CAS) team.

The Sisters in the CentreWest have lived in South Australia since the foundation of the Congregation in Penola in 1866. In 1887, they arrived in Northampton, Western Australia and the Kimberley in 1964. Since 1989 the Sisters have been living in different places in the Northern Territory – from Daly River to Darwin as well as Timor-Leste.

We value, respect and are committed to the safety of all people. We have a zero tolerance for adult and child abuse or mistreatment. All employees have a responsibility to commit to a culture of safeguarding. This includes completing safeguarding induction training and possibly ongoing safeguarding training.

ORGANISATION CHART:



BASIC ROLE PURPOSE:

The role of the Finance Officer is to manage the financial administrative duties at the WA Office. The role works closely with the Office Administrator in ensuring that effective and efficient support is provided to the WA Councilors/CentreWest Regional Leadership Team Members and the Sisters in WA. The tasks include finance and administrative duties and the role closely interacts with the Regional Finance Officer, located in Adelaide, SA and the Congregational Administration Services (CAS) team in North Sydney.

KEY ROLE ACCOUNTABILITIES:

In carrying out the role, the Finance Officer is required to meet the following key accountabilities:

1.0 Ethos and Mission

- 1.1 Uphold, through word and deed, the ethos and mission of the Congregation of the Sisters of Saint Joseph.
- 1.2 Ensure work activities are in accordance with the ethos and mission of the Sisters of Saint Joseph.
- 1.3 Demonstrate a commitment to a deepening understanding of the spirit of the Congregation of the Sisters of Saint Joseph.
- 1.4 Actively support the Sisters of Saint Joseph and their Mission.
- 1.5 Establish and maintain harmonious working relationships with colleagues and Sisters in the Congregational Administration Services team and regional offices.
- 1.6 Contribute to a climate of hospitality and welcome.

2.0 Position Responsibilities

The responsibilities include but are not limited to:

- 2.1 Manage the WA administration email inbox.
- 2.2 Process invoices, obtain approval as per the Delegations of Authority Policy and send them to the Regional Finance Officer for processing.
- 2.3 Complete new supplier forms and liaise with suppliers as required.
- 2.4 Assist with processing expense claims in ExpenseMe.
- 2.5 In conjunction with the Regional Finance Officer, support and provide input into the preparation for end of month, budget and financial forecasting processes for the WA Office.
- 2.6 As a member of the local Car Committee, assist with the administration in relation to the purchase and administration of WA motor vehicles including fleet cards and roadside assistance.
- 2.7 As a member of the local Property Committee, assist with budgeting for maintenance of WA properties and arrange dis/connection of utilities.
- 2.8 Manage the receipt of stipends for WA sisters.
- 2.9 Record and receipt banking.
- 2.10 Manage top-up payments of Sisters' aged care packages and send information to Finance Officer.
- 2.11 Check and process monthly pension reports and other payments for WA sisters and send to Finance Officer for processing.
- 2.12 Undertake required processes including notifying suppliers following the death of a sister.
- 2.13 Assist with requests and queries from sisters, staff and visitors (in person and by telephone) including basic support with the use of iPhones and iPads if required.

3.0 Values

- 3.1 Actively contribute to team meetings.
- 3.2 Contribute to effective communication within the Region, with the CAS and other Regions.
- 3.3 Demonstrate loyalty to professional colleagues.
- 3.4 Maintain confidentiality of Congregational information in accordance with policy and employment contract obligations.
- 3.5 Actively demonstrate behaviours consistent with the SPIRIT values (Supportive, Positive, Inclusive, Respect, Integrity and Trust).

4.0 Quality Administration

In consultation with the manager:

- 4.1 Establish and maintain performance standards for relevant administrative functions.
- 4.2 Respond to customer feedback on improving processes and procedures.
- 4.3 Maintain administrative accuracy and due attention to detail.

5.0 Professional Development

- 5.1 Evaluate personal and professional performance and undertake personal and professional development activities.
- 5.2 Participate in the performance review/feedback process.

6.0 Work Health and Safety (WHS) and Safeguarding

- 6.1 Maintain duty of care of own health and safety and all others in the workplace.
- 6.2 Comply with workplace WHS and Safeguarding policies, procedures and protocols.
- 6.3 Report workplace hazards and risks to employer.
- 6.4 Undertake WHS and Safeguarding training as required.

7.0 Other

- 7.1 Engage in other duties commensurate with skills and experience and within the scope of this role.
- 7.2 Follow legal requirements and Congregational policies and procedures.

8.0 Key Performance Indicators

Function	Performance Indicators
1. Ethos and Mission	Evidence of active support for the work of the Congregation and its Mission.
2. Role responsibilities	Efficient and effective financial and administrative support provided.
3. Customer service and teamwork	Evidence of service delivery to agreed standards and positive feedback from stakeholders received.

4. Contribution to culture and values	Evidence of effective collaborative, professional relationships and communication within team and regions.
5. Quality administration	Evidence of timely and accurate documentation and records.
6. Professional development	Evidence of engagement in appropriate professional development and application to role.

9.0 Qualifications, experience and competencies

- 9.1 Formal qualification in finance or administration and/or equivalent work experience in a similar role with a good understanding of basic finance/accounting processes.
- 9.2 Excellent attention to detail.
- 9.3 Excellent interpersonal skills and ability to work with a range of stakeholders.
- 9.4 Demonstrated ability to work independently and as part of a small team.
- 9.5 Intermediate Microsoft Office skills and experience with financial systems.

Incumbents in this position will be required to consent to hold a State based Child Compliance Check in line with our Compliance Check Policy.

I confirm that this position description is an accurate reflection of the responsibilities of this position:

K. Q. Hitchcock

Kathleen Hitchcock rsj

Manager

2 April 2024

Date