



## POSITION DESCRIPTION FINANCE AND ADMINISTRATION OFFICER

For more information about this position, please contact Carolyn England, Business Manager, Marlene Moore FSN.

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<b>Role Title</b>	Finance and Administration Officer
<b>Contract</b>	Part Time 2 days per week (15.2hrs/week)
<b>Start Date</b>	As soon as possible
<b>School Network</b>	Marlene Moore Flexi Schools Network
<b>Location</b>	MMFSN Office is in Milton, Brisbane
<b>Applications Close</b>	Applications will be reviewed as they are submitted.
<b>Applications to:</b>	<a href="mailto:MMRecruitment@ereafsn.edu.au">MMRecruitment@ereafsn.edu.au</a>
<b>Reports To</b>	Business Manager
<b>Band/Wage Scale</b>	To be negotiated dependant on experience and qualifications. Employment will be under the <i>Catholic Employing Authorities Single Enterprise Collective Agreement – Religious Institute Schools of Queensland 2020 – 2023.</i>

**Aboriginal and Torres Strait Islander People are encouraged to apply.**

## BACKGROUND

Marlene Moore Flexi Schools Network (MMFSN) is an initiative of Edmund Rice Education Australia. Our services including Flexible Learning Centres (FLCs) offer a full-time and multiyear secondary education and social inclusion program for disenfranchised young people. Young people may express a broad range of complex education and social needs and EREA FLC's respond with a variety of flexible and innovative social inclusion and learning experiences.



EREA FLC's services provide young people with a varied and holistic set of learning experiences supporting them to identify and pursue an individual transition to adulthood, employment, further education and training and social connectedness.

Young people who attend include indigenous and non-indigenous young people who are disengaged from mainstream education for a range of reasons and include:

- ❖ Those who have had contact with the juvenile justice system;
- ❖ Those in the care of the Office of Children and Families;
- ❖ Those with a history of trauma;
- ❖ Those with a history of extended periods of unexplained absences;
- ❖ Those who are highly mobile;
- ❖ Those with mental illness or at risk of engaging in self-harming behaviours or substance abuse;
- ❖ Those who have been excluded or repeatedly suspended from school;
- ❖ Those who are homeless;
- ❖ Those who are young parents;
- ❖ Those with a generational history of early school leaving;
- ❖ Those with a generational history of unemployment.

See [www.ereafsn.edu.au](http://www.ereafsn.edu.au) for further information.

## PRIMARY ROLE

The Finance and Administration officer reports to the Business Manager. They have delegated responsibility to assist the Business Manager in finance and administrative tasks.

## SKILLS, KNOWLEDGE AND EXPERIENCE

- ❖ Good knowledge of accounting and bookkeeping procedures;
- ❖ Knowledge of or ability to acquire knowledge of TASS software;
- ❖ Competent computer skills and experience in using the Microsoft Suite of programmes, Excel, Adobe Acrobat, OneDrive, etc.

## PRINCIPLES OF OPERATION (RESPECT, PARTICIPATION, SAFE AND LEGAL, HONESTY)

All employees of the Marlene Moore Flexi Schools Network adhere to the concepts of Common Ground and Operation by Principles – more information can be found on the EREA website. A brief explanation of these principles: All flexible learning centres operate under



this framework and this is a significant point of difference from mainstream schooling. The principles establish a “common ground” among staff, young people, and families where the means to resolve conflict, negotiate learning, recognise rights and responsibilities are modelled and explored, both within the group and individually.

## DUTIES AND RESPONSIBILITIES

Typical duties and responsibilities include but are not restricted to:

### 1. Finance:

- Assist with processing and reconciliation of accounts payable and receivable;
- Assist with processing and reconciliation of monthly credit card statements;
- Assist with processing and reconciliation of petty cash statements;
- Assist with processing and reconciliation of motor vehicle expenses.

### 2. Office Administration:

- Maintain regular contact with Network administration staff regarding day-to-day administrative matters;
- Undertake general reception duties and answer telephone calls to the main office number;
- Direct general enquiries appropriately and take messages for unavailable members of the Marlene Moore Flexi Schools’ Network team;
- General filing, copying, and scanning.

### 3. Administration Support

- Provide administrative support to Network Team members;
- Any other duties as may be reasonably assigned by the Business Manager or Principal from time to time.

## FOUNDATION STATEMENT

EREA seeks to respond to the needs of young people disenfranchised and disengaged from education. They provide a place and an opportunity to re-engage in a suitable, flexible learning environment.



# Marlene Moore

Flexi Schools Network

Flexible Learning Centres seek to build honest and authentic relationships with young people, their families, and communities, supporting and celebrating the uniqueness and dignity of each person.

Flexible Learning Centres are guided by the vision of Edmund Rice about the empowering service of education, to achieve personal and community liberation through educational experiences that enable transformation.

## APPLICATION PROCESS

Applications are to be submitted via email to [MMRecruitment@ereafsn.edu.au](mailto:MMRecruitment@ereafsn.edu.au) and will be reviewed as they are submitted. To apply for this role please provide the following documents:

- ❖ A cover letter, addressed to Matt Hawkins, Principal, Marlene Moore FSN, outlining relevant experience and reasons for wishing to apply;
- ❖ Current resume outlining previous experience and skills:
  - Please include contact details of two referees, one of whom is from current or most recent place of employment.

Shortlisted applicants will be notified by phone or email.

For further information, please contact Carolyn England on 0418 493 538 or at [Carolyn.England@ereafsn.edu.au](mailto:Carolyn.England@ereafsn.edu.au).

*Our organisation supports the rights of children and young people and is committed to providing a safe and supportive environment directed at ensuring their safety and wellbeing.*

*All applicants for these positions will be subject to EREA screening procedures.*

***Aboriginal and Torres Strait Islander peoples are encouraged to apply.***