

SAMPLE JOB DESCRIPTION FOR CHILD CARE CENTRES

Clerical Officer Level 5

1. Title of position

Clerical Officer Level 5

2. Award/Agreement

Refer here to relevant NAPSA, PCSA, AWA, collective agreement or Clerks (South Australia) Award

3. Special conditions

Attend out of hours staff meetings

4. Position objectives

- Support the Centre's Philosophy of care
- Ensure and monitor the delivery of high quality administrative support for the Centre

5. Requirements of the job

Skills

- Well developed communication skills and interpersonal skills
- Word processing and keyboard skills
- Financial record keeping skills and filing skills
- Computer skills including spreadsheets
- Ability to supervise groups of less experienced workers,
- Ability to prepare and maintain highly complex records, including payment summaries, wages, and ledgers
- Ability to handle highly complex enquiries and requests
- Ability to organise and manage appointments and schedules
- Ability to monitor work outcomes and allocate duties
- Ability to assess performance of other workers
- Ability to effectively manage own timelines and to delegate responsibilities and duties
- Counselling skills

Knowledge

- Of the Centre's philosophy, policies and procedures
- Sound knowledge of all appropriate office procedures and accounting method

- Of complex computer operations and packages including spreadsheets
- Of adult learning principles
- Of meeting procedures and appropriate minute taking methods
- Industrial, WorkCover and superannuation regulations
- Sound knowledge of the operations and practices of the Centre
- Of staff appraisals, selection and industrial regulations
- Of Goods and Services Tax is essential

Experience and /or qualifications and/or training

- Post secondary qualifications highly desirable
- Experience necessary to meet the requirements of this position

6. Responsibilities & duties

- Work within the Centre's philosophy, policies and procedures
- Maintain appropriate records in good order
- Substantially manage or supervise the Centre's financial duties
- Deal with customer enquiries
- Supervise groups of lower level staff
- Supervise petty cash management including record keeping
- Prepare wages including record keeping
- Take initiative to ensure high quality outcomes for the centre within defined guidelines
- Report any emergency or hazard to the Director
- Liaise with other members of the staff team and the Management Committee in the development of policies and procedures

Occupational Health Safety and Welfare

- Take reasonable care to protect his or her own safety in the workplace and avoid adversely affecting the health, safety and welfare of any other person through any act or omission, neglect or misconduct at work.

7. Organisational relationships

- Responsible to the Director and through him/her to the Management Committee.
- Number of staff reporting to this position, as directed by Management
- Number of volunteers reporting to this position, as directed by Management

8. Extent of authority

- Work outcomes are self monitored
- There is freedom to act and use initiative within established guidelines
- Supports and supervises less experienced workers, students and volunteers

DECLARATION

I have read the Clerical Officer Level 5 Job Description and agree to carry out the responsibilities and duties of this position diligently and to the best of my ability.

Name

Date:

Signature:

Witness:

Position:

Date:

Signature: