



Role Description

POSITION TITLE:	Administration, Finance and Fleet Officer
TEAM LEADER:	Assistant Director: Business Services
TEAM:	Business Services
DATE:	February 2024

Organisational Tradition and Context

Diocese of Ballarat Catholic Education Limited (DOBCEL) is a company limited by guarantee, created to govern 58 schools located across Western Victoria. DOBCEL and its administrative arm, Catholic Education Ballarat (CEB) work together to support the leadership of all Catholic Primary and Secondary schools, to promote Catholic identity, to deliver quality learning, provide effective stewardship and nurture respectful and trusting relationships with the community.

The Executive Director of Catholic Education Ballarat acts with a delegation from the Bishop of Ballarat to organise, administer, support and service all matters related to DOBCEL Schools and Catholic Education Ballarat.

Our Vision

As partners in Catholic education and open to God's presence, we pursue fullness of life for all.

Our Mission

We journey towards this vision through:

- proclaiming and witnessing the Good News of Jesus Christ;
- ensuring quality learning that promotes excellence and fosters the authentic human development of all;
- living justly in the world, in relationship with each other and in harmony with God's creation;
- exploring, deepening and expressing our Catholic identity in diverse ways;
- enabling each one of us to reflect more fully in the image of God.

Role Purpose

This position is part of the Business Services Team and provides support relating to finance functions, particularly day to day support to the Assistant Director: Business Services and management of the vehicle fleet for DOBCEL. The role reports directly to the Assistant Director: Business Services, and indirectly to the Manager: Office Finance.

Key Responsibilities

It is not the intention of this role description to limit the scope or accountabilities of the position but to highlight the most important aspects. The accountabilities described may be periodically altered in accordance with changing organisational needs.

Finance

- Supporting the Assistant Director Business Services with administrative support, projects and tasks as required;
- supporting Finance Consultative Committee meeting requirements;
- maintenance of the supplementary capital fund and interest subsidy process;
- processing of contingency claims and reimbursements for schools;
- ensure appropriate capitalisation and depreciation treatment of assets and leases;
- supporting accounts payable and receivables processes as required.

Motor Vehicle Fleet

- purchasing and disposing of motor vehicles within DOBCEL policy and procedures;
- maintenance of the motor vehicle register, registration, fuel cards, infringements, FBT requirements and month end processes;
- managing pool vehicles and maintenance;
- liaising with vehicle users and external suppliers.

Other Administration

- carry out all other duties within the limits of the employee's skill, ability and competence, as may be directed from time-to-time;
- it is not the intention of this position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position;
- the accountabilities described within may be altered in accordance with the changing requirements of the role;
- the employee is expected to comply with and demonstrate a positive commitment to upholding all DOBCEL policies, procedures, and work instructions.

Skills and Capabilities

To be successful in this role the employee needs to have the following skills and capabilities:

- highly developed attention to detail and data input accuracy;
- demonstrated ability to work flexibly within tight time schedules and in accordance with periodic demands and priorities;
- ability to contribute to finance compliance and adhere to timelines;
- high standards of performance in all aspects of finance.

Essential Requirements

The following are requirements for this position:

- a commitment to work within and align to the DOBCEL Vision and Mission;
- strong working knowledge of software packages, including advanced skills in Microsoft Excel;
- demonstrated ability to promote teamwork and communication;
- knowledge of school environments is preferred;
- hold a current Victorian or National Police Check;
- hold a current Working with Children Check (if not VIT registered);
- hold a current Victorian Driver's Licence.

Responsibilities of all Catholic Education Ballarat Employees

Safeguarding of Children and Young People

All DOBCEL employees must:

- conduct themselves in accordance with the DOBCEL Safeguarding Children and Young People Code of Conduct and the CECV Commitment to Child Safety;
- take all appropriate action to reasonably protect children and young people, including being aware of all mandatory reporting obligations.

Health and Safety

DOBCEL is committed to providing a work environment that is safe and free of risks to health.

To achieve this all employees must:

- take reasonable care for their own health and safety and the safety of others;
- provide all relevant information regarding any medical condition that may require Emergency Services to be called; or that could impact on their ability to perform their duties;
- not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace;
- report all hazards and incidents as required.

Partnering and Communication

All employees have a responsibility to demonstrate positive and effective communication.

To achieve this all employees must:

- promote a culture of partnering and collaboration;
- ensure appropriate and professional language is demonstrated in every interaction;
- provide timely support to maintain teamwork;
- maintain effective and professional relationships with all internal and external stakeholders.

Performance and Professional Development

All employees have a responsibility to undertake continuous professional development.

To achieve this all employees must:

- participate in regular team meetings as required;
- develop individual action and development plans, aligned to organisational and role priorities;
- participate in performance review processes as required;
- complete all mandatory training required as an employee of DOBCEL;
- comply with all expected professional expectations and codes of conduct as outlined by DOBCEL or the relevant regulatory and professional body;
- continuously update knowledge appropriate to the role.

Policy

- All employees are expected to comply with and demonstrate a positive commitment toward upholding all DOBCEL policies, procedures, and work instructions.