



EXPRESSION OF INTEREST

AO3 Finance Administration Officer

Full-Time | Temporary 12 Months (with possibility of extension)

36.25 hours per week, with access to accrued time to cover part of school holiday periods

Start Date: As soon as possible, to be negotiated with successful applicant.

Western Cape College is seeking applications from highly motivated and organised individuals to join our Administration team. If you are service-oriented, enjoy working in a professional office environment and have strong administrative skills, this role may be a great fit for you.

About the Roles:

The AO3 Finance administration officer is responsible for the provision of high-quality customer focussed operational support and advice to WCC staff on a diverse range of finance activities, specialising in accounts payable and purchasing. As a member of the College Services Team, the administration officer plays a key part in supporting compliance with Department of Education finance policies and processes.

Your Key Responsibilities:

Reporting to the Business Manager, key responsibilities include (but are not limited to):

- Accounts Payable Function - Manage the accurate, timely, and compliant financial processing and reporting by managing end-to-end accounts payable and supplier functions..
- Purchasing - *Ensure the efficient, compliant, and cost-effective acquisition of goods and services by administering the College's operational procurement functions within all relevant legislation, policies and guideline*
- Cost Centre Corrections - *Ensure accuracy and completeness of WCC financial records by identifying and processing internal corrective journals*
- Retain all supporting documentation in accordance with DoE Records Management.
- Design, implement, and continuously improve College payable and procurement procedures to ensure efficiency, accuracy, and compliance with departmental and WCC requirements
- Keep up to date with DoE procurement policy, processes and legislation, updating WCC processes as required
- Provide training and guidance to staff on effective payable and procurement practices as required

In addition to the opportunity for flexible work arrangements, this position also provides:

- Access to accrued time to cover part of school holiday periods in addition to 5 weeks annual leave entitlement.
- Fortnightly locality allowance payable each fortnight.
- Remote travel benefit payable (after 12 months) for the employee and dependents, including one return air flight to Cairns and one return air flight to Brisbane each year.

Suitability Assessment Criteria

Within the context of the role described above, the ideal applicant will demonstrate:

1. Demonstrated experience in finance administration or similar, with the ability to accurately manage invoices, reconciliations and payment processes.
2. Strong attention to detail and organisational skills, with the ability to manage competing priorities, meet deadlines and maintain a high level of accuracy.
3. Well-developed communication and interpersonal skills, with the ability to provide professional customer service and build positive working relationships with internal and external stakeholders.
4. Demonstrated ability to work effectively both independently and as part of a team, showing initiative, reliability and a commitment to confidentiality and continuous improvement.

Interested?

Applicants are required to submit a current CV, contact details for two referees (one of whom should be your current supervisor) and a maximum two-page written response outlining your suitability for the role referring Suitability Assessment Criteria.

Enquiries/applications should be directed via email to:

Gemma Shaw, School Business Manager (gshaw56@eq.edu.au) and be received by 5.00pm Monday 20 July 2026

When working in regulated employment and employee must have a current Working with Children Clearance (blue card) issued by Blue Card Services. The successful applicant must also pass a Criminal History Check.