

## Finance Administration Workshops

### Event Overview:

The focus of these Professional Development Days is to support Finance Administration Officers in their financial role within the school.

### Who can participate?

It will be available for:

- Finance Administration Officers

### How the program will be structured?

The workshops will be conducted by CEOB staff over one day in term 2 in each zone and a conference in term 3:

- Term 2 - Day 1 – Workshop (23-25 May - 9.30am – 3.00pm)
- Term 3 – 2 day Conference (Halls Gap: 30 August 11.00am to 31 August 3.00pm)

### Content will include:

- ICON
- Enterprise Agreement

Please note that participants will also be assisted in their own school setting with further support.

### The program is designed to:

Build upon the finance skills and competencies required by all Finance Administration Officers working within schools.

### What is expected of the participants?

- Register and attend the course
- Place skills learnt into practice in school working environment

### What is required of the Principal?

- Nominate and / or approve participants for this professional development
- Ensure release available to attend the professional development
- Ensure participant is aware of all requirements

### What you can expect from the CEOB:

CEOB staff will:

- Engage professionally with participants during the course and continue on-going support on completion



**Registration:**

Registration for this program will be available [online](#) and will close on November 30th 2016.

Registration implies that participants have the full support as outlined of their school principal.

The early close off date will enable CEOB to determine the actual number of participants and the location of these participants which will support us in determining the number of programs that will be run next year and where.

Adherence to this closure date should make it possible to provide all participants with actual program dates and locations by Friday December 2<sup>nd</sup>.

**Endorsement**

Julie Duynhoven