

JOB DESCRIPTION

Agency	Department of Education		Work Unit	Nightcliff Middle School
Job Title	Administration/ Finance Officer		Designation	Administrative Officer 4
Job Type	Full Time		Duration	Fixed to 12/12/2019
Salary	\$67,665 - \$77,678		Location	Darwin
Position Number	40946	RTF	165986	Closing 23/05/2019
Contact	Zelia Bailey on 08 8983 7677 or zelia.bailey@ntschoools.net			
Agency Information	http://www.education.nt.gov.au/			
Information for Applicants	Applications must be limited to a one-page summary sheet and an attached detailed resume/cv. For further information for applicants and example applications: click here			
Information about Selected Applicant's Merit	If you accept this position, a detailed summary of your merit (including work history, experience, qualifications, skills, information from referees, etc.) will be provided to other applicants, to ensure transparency and better understanding of the reasons for the decision. For further information: click here			
Special Measures	The NTPS values diversity and aims for a workforce which is representative of the community we serve. Therefore under an approved Special Measures recruitment plan, ATSI applicants will be given priority consideration and preference in selection for this vacancy if they meet all essential selection criteria and are suitable at the position level. For further information: click here			
Apply Online Link	https://jobs.nt.gov.au/Home/JobDetails?rtfid=165986			

Primary Objective: Provide a high level of administrative and business support through the management of front office functions and staff and provision of financial and information management support to the Administrative Manager, the Principal and teaching staff in a busy and demanding school environment.

Context Statement: Nightcliff Middle School is a government school which has an enrolment of 319 students with an Indigenous cohort of approximately 23%. The school is highly multicultural and has a strong focus on technology and meeting the needs of all students. Staff are collaborative and supportive of the local community, working in partnership with parents and other community organisations.

Key Duties and Responsibilities:

1. Responsible for overall management of the receipting, invoicing, accounts payable and receivable processing and purchase order preparation and management functions for the school including advising staff on policies and processes.
2. Ensure timely and accurate management of school data and ensure accurate maintenance of all manual and computerized student records including data entry, data retrieval and report preparation.
3. Provide high level support to the Business Manager in managing the budget and preparing financial and project reports for School Council.
4. Organise support for front office staff and the management of the front office reception activities including answering calls, greeting visitors and managing the hire of school facilities.
5. Provide administrative support to the front office, the Principal and teaching staff including word processing, data entry, administrative and other tasks as directed by the Business Manager.

Selection Criteria

Essential:

1. Demonstrated sound interpersonal, oral and written communication skills, with an ability to interact effectively with people from diverse cultures and work well with a wide range of people with tact and discretion.
2. Demonstrated experience in the management of cash and purchasing including receipting and banking monies in accordance with policies and processes.
3. Demonstrated high level administrative and organisational skills, including tracking and managing work deadlines, adjusting priorities to meet deadlines and working collaboratively with others.
4. Demonstrated high level computer literacy skills, including, experience with the effective use of various office applications.
5. The ability to work in a team and maintain integrity and confidentiality.

Desirable:

1. Knowledge of the operations of the Department and ability to learn these in a timely manner.
2. Previous experience using MYOB.

Further Information: The successful applicant must have no significant criminal record confirmed by a Police Criminal History check and have, or be in the process of obtaining, a current Working with Children Card and current First Aid Certificate.

Approved: 30 April 2019

Marty ISAKSEN, Principal