

Job description

Agency	Department of Education	Work unit	Financial Services
Job title	Senior Finance Analyst	Designation	Administrative Officer 6
Job type	Full time	Duration	Fixed to 31/12/2024
Salary	\$94,620 - \$105,609	Location	Darwin
Position number	40301	RTF	283271
		Closing	06/12/2023
Contact officer	John Maillis on 08 8901 4937 or john.maillis1@education.nt.gov.au		
About the agency	www.education.nt.gov.au		
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfId=283271		

APPLICATIONS MUST INCLUDE A ONE-PAGE SUMMARY ABOUT YOU, A DETAILED RESUME AND COPIES OF YOUR TERTIARY QUALIFICATIONS.

Information for applicants – inclusion and diversity and Special Measures recruitment plans

The NTPS values diversity. The NTPS encourages people from all diversity groups to apply for vacancies and accommodates people with disability by making reasonable workplace adjustments. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer. For more information about applying for this position and the merit process, go to the [OCPE website](#). Aboriginal applicants will be granted priority consideration for this vacancy. For more information on Special Measures plans, go to the [OCPE website](#).

Primary objective

Provide financial analysis, strategic financial management services, and system support to enable effective financial management of the Department's resources.

Context statement

The Financial Services unit is responsible for financial modelling, forecasting and budget distributions for schools and corporate business units within the department. There is a focus on the continuous improvement and refinement of the school funding model for government schools, coordination of the agency's budget development process and monitoring of the department's budget performance. Emphasising collaboration with internal and external stakeholders, the unit is dedicated to providing professional client services and improving the collective understanding of the department's financial resource management strategies.

Key duties and responsibilities

1. Provide high quality financial modelling, financial analysis and budget management services to internal and external stakeholders to enable effective and efficient distribution and management of the Department's resources.
2. Provide administration support to the team including system support for the Department's budget management systems, management of the generic email, procurement and coordination of stakeholder meetings as required.
3. Collaboratively develop policies, guidelines, procedures, fact sheets and other tools related to the functions of the unit.
4. Provide support in the development and testing of systems to support the management of resource allocations.
5. Prepare and contribute to Ministerial briefings, reports and general correspondence in a timely manner using evidence-based approaches to financial analysis.

Selection criteria

Essential

1. Well developed knowledge of contemporary accounting, budgeting, and financial management practices.
2. Demonstrated sound experience in financial analysis, forecasting, modelling and projections of funding allocations.
3. Demonstrated ability in the use of office automation software, accounting packages, spreadsheets, databases, and report generation tools.
4. Sound written and oral communications skills, including ability to clearly articulate in plain language financial analysis to multiple diverse stakeholders.
5. Demonstrated ability to build and maintain effective networks with a range of internal and external stakeholders and interact effectively with people from diverse cultures to support organisational outcomes.
6. Demonstrated ability to work independently and to work effectively within a team to manage a variety of diverse tasks and meet competing deadlines within tight time constraints in a politically sensitive environment.

Desirable

1. Tertiary qualifications in accounting, finance or similar with membership of a relevant professional organisation.
2. Knowledge of budget and financial management procedures, legislation standards used by NT Government.

Further information

The preferred or recommended applicant will be required to undergo a criminal history check and will be required to obtain a current Working with Children Card.

Approved: 17th November 2023

Sophia Tutton, Acting Chief Financial Officer