

JOB DESCRIPTION

Agency	Department of Education	Work Unit	Financial Improvement and Support Team
Job Title	Finance Bureau Business Manager	Designation	Administrative Officer 5
Job Type	Full Time	Duration	Fixed to 06/11/2019
Salary	\$80,235 - \$84,414	Location	Katherine
Position Number	38568 RTF 164169	Closing	25/04/2019
Contact	Julia Knight, Manager, Quality School Financial Support on 08 8972 5314 or Julia.knight1@nt.gov.au		
Agency Information	https://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=164169		

Primary Objective:

Coordinate the administrative and financial management of programs throughout designated remote schools within the Katherine Finance Bureau.

Context Statement:

The Katherine Regional Office serves as a support hub for the 27 schools and one boarding facility within the Katherine Region. Within this office a Finance Bureau operates providing high level administrative and financial support to 19 of the remote schools within the Katherine Region.

Key Duties and Responsibilities:

1. Undertake the management of all school finances, including recording of financial transactions, preparation of reports as required, preparation of estimates, budgets, reviews and acquittals of expenditure.
2. Ensure the School Council's responsibilities as an employer are met, including payment of salaries and wages, Goods and Services Tax, Pay as you Earn Tax and Superannuation.
3. Manage repairs and maintenance to the school buildings, facilities and equipment under contract in compliance with non-urgent minor repairs, urgent minor repairs and minor new works procedures.
4. Undertake the financial aspects of project management as directed by the Regional Finance Manager.

Selection Criteria

Essential:

1. Demonstrated experience, knowledge and skills in financial management and MYOB accounting procedures including the operation of payroll.
2. Demonstrated ability to manage time effectively, including working with limited supervision, use of initiative and display of sound professional ethics of confidentiality and discretion.
3. Demonstrated ability to work as member of a team, and independently as required, to handle high volumes of work, adapt to changing priorities and meet deadlines.
4. Demonstrated ability to create and monitor a comprehensive budget.
5. An ability to interact effectively with people from diverse cultures.

Desirable:

1. Relevant Tertiary Studies.
2. Current NT Drivers Licence or ability to obtain one.
3. Willingness to fly in a light aircraft.

Further Information:

Please limit your application to a one page response to the selection criteria and a single page summary of your curriculum vitae.