**JOB DESCRIPTION**

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| **Agency** | Department of Education | **Work Unit** | Casuarina Senior College |
| **Job Title** | Finance Officer | **Designation** | Administrative Officer 3 |
| **Job Type** | Full Time | **Duration** | Ongoing |
| **Salary** | $59,748 - $64,482 | **Location** | Darwin |
| **Position Number** | NT190044 | **RTF** | 164658 | **Closing** | 18/06/2019 |
| **Contact** | Renee Manuel, School Operation Manager on 08 8983 7324 or renee.manuel@ntschools.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](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/employment-templates-and-guidelines) |
| **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](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/information-for-applicants) |
| **Special Measures** | Not applicable to vacancy |
| **Apply Online Link** | <https://jobs.nt.gov.au/Home/JobDetails?rtfId=164658>  |

**Primary Objective:**

Provide financial and administrative support to the Business Manager, the Principal and teaching staff in a busy and demanding school environment.

**Context Statement:**

Casuarina Senior College (CSC), is an Independent Public School, located in the Darwin Northern Suburbs. CSC has a student enrolment of approximately 960 students, with 25 per cent identifying as Aboriginal. CSC caters for students in Years 10 to 12 by offering a wide range of Stage 1 and 2 NTCET subjects. The College is a Centre for Excellence in the Medical and Health Sciences and STEM areas. It conducts a High-Performance Sports Program, and an array of Vocational Education and Training qualifications are available. CSC also hosts and supports the SEDA Program.

**Key Duties and Responsibilities:**

1. Perform word processing, data entry, administrative and other tasks as directed by the Business Manager.
2. Responsible for invoicing, accounts payable and receivable (including receipting and banking of monies coming into the school), preparation and management of purchase orders and processing school council employee payroll.
3. Undertake data entry and management of school data systems to ensure accurate maintenance of all manual and computerised student records including ensuring the integrity and currency of the database.
4. Answering calls, greeting visitors and assisting with the hire of school facilities.
5. Provide administrative support to the Business Manager, Principal and teaching staff as necessary.

**Essential Criteria**

**Essential:**

1. Sound written and oral communication and interpersonal skills including the 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 and processing of large complex payroll.
3. Sound administrative and organisational skills, including tracking and managing work deadlines and adjusting priorities to meet deadlines.
4. Demonstrated computer literacy skills including experience with various office applications and database Student Adminstration Management System (SAMS).
5. Demonstrated experience using accounting software such as Mind Your Own Business (MYOB) and MYOB Retail Manager.

**Desirable:**

1. Knowledge of the Educational Services (Schools) General Staff Award and how to interpret employee leave entitlements and applicable salary conditions.

**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: 02 April 2019 Glenn Dixon, Principal**