

JOB DESCRIPTION

Agency	Department of Education			Work Unit	Darwin High School
Job Title	Senior Finance Officer			Designation	Administrative Officer 5
Job Type	Full Time			Duration	Fixed for 12 Months
Salary	\$82,241 - \$86,524			Location	Darwin
Position Number	40063	RTF	173636	Closing	19/09/2019
Contact	Morgana Weller on 08 8999 1237 or morgana.weller@ntschoools.net				
Agency Information	https://darwinhigh.nt.edu.au/				
Information for Applicants	Applications must be limited to a one-page summary sheet and an attached resume/cv For further information for applicants and example applications: click here				
Information about Selected Applicant's Merit	If you are selected and 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				
Inclusion & Diversity	The NTPS values diversity and aims for a workforce which is representative of the community we serve. We strongly welcome and encourage people from all diversity groups to apply and strive to accommodate people with disability by making reasonable workplace adjustments when required. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer.				
Special Measures	Under an approved Special Measures recruitment plan, Aboriginal and Torres Strait Islander 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.				
Apply Online Link	https://jobs.nt.gov.au/Home/JobDetails?rtfld=173636				

Primary Objective: The Senior Finance Officer provides strategic and operational leadership, advice and management support in the areas of finance, procurement, administration, infrastructure and human resource management for education support staff in a busy and demanding school environment.

Context Statement: Darwin High School is an Independent Public School, and is one of only two government schools in Darwin that cater purely for senior students (Years 10 to 12). The school is relatively large in comparison with other NT schools, catering to around 1300 enrolled students, with over 150 staff. Strategic oversight of the school is provided via the School Board (a school representative body incorporated under the *Education Act*). The management services structure at the school has limited resources and is made up of NT Government Employees (public sector award conditions) and School Board employed staff (private sector award conditions). It provides services to staff within the school as well as parents and students.

Key Duties and Responsibilities:

1. Support the Business Manager to provide leadership and overall supervision of the education support staff of the school to ensure the provision of procurement, administrative, infrastructure, financial management, budgets and classroom support services.
2. Prepare and present financial reports, reviews of expenditure and budgets and oversee end of month financial management and compliance processes for all funds held by the School Board.
3. Provide advice on school and Department of Education processes and procedures for administrative matters, including procurement, recruitment, grant applications and acquittals and asset management.
4. Support the Business Manager to develop and implement systems and support services that provide for cost effective and efficient administrative support to school stakeholders.

Selection Criteria

Essential:

1. Sound knowledge of accounting principles and standards and the ability to apply these; and provide financial analysis and advice.
2. Working knowledge of integrated financial accounting systems, best practice financial management policies and processes including procurement, accounts payable and receivable, and compliance and legislative reporting requirements, preferably as they relate to the school context.
3. High level communication skills and demonstrated ability to work effectively with people of diverse cultures, and professional backgrounds and to build and maintain effective networks and collaborative partnerships with a range of internal and external stakeholders.
4. Demonstrated ability to manage a team, including providing appropriate supervision and direction, feedback on performance and maintain high standards of client service.

Further Information:

1. This position is based in a school and the successful applicant is required to possess a current Working with Children Clearance Notice and undergo a criminal history check.
2. MYOB Premier and Retail Manager, Excel, Outlook, Word and Microsoft Suite are used in the Finance Office.

Approved: September 2019

Jill Hazeldine, Principal