

JOB DESCRIPTION

Agency	Department of Education	Work Unit	Systems, Impact and Standards
Job Title	Manager Budget Finance and Reporting	Designation	Administrative Officer 7
Job Type	Full Time	Duration	Fixed from 02/12/2019 to 31/12/2020
Salary	\$106,843 - \$114,941	Location	Darwin
Position Number	34721 RTF 176782	Closing	11/11/2019
Contact	Jill Cassidy, Senior Manager Shared Administration on 08 8944 9207 or jill.cassidy@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 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?rtfid=176782		

Primary Objective: The Manager Budget Finance and Reporting provides strategic leadership, policy advice, budget analysis and support to the Executive Director, General Managers, Directors, Managers and staff of Education Policy and Programs on all financial management activities including budgeting and monitoring, compliance, procurement, policy implementation, streamlining of financial systems and processes, facilitation of financial services with centralised service providers and quality high level financial reporting and analysis.

Context Statement: Education Policy and Programs provides policy development advice and low incidence support across the Northern Territory to Government and non-Government schools. Staff in Education Policy and Programs liaise with and provide advice to the Minister, Department of Education senior executive, regional personnel and school principals on issues of policy, procedure and performance as it relates to community; teaching, learning and assessment; vocational education and training; and cross agency and intergovernmental relations.

Key Duties and Responsibilities:

1. Provide high level budget and policy advice, or where relevant facilitate appropriate policy advice, on all financial matters for managers and staff of Education Policy and Programs including budget preparation and monitoring, financial and procurement compliance, policy implementation and reporting issues.
2. Provide overall leadership of appropriate financial support services systems and staffing that provides for cost effective, timely and appropriate delivery, addresses all policy imperatives and drives financial reporting and analysis.
3. Provide strategic and operational leadership on staff training on finance management and compliance activities in partnership with centralised service providers and the administrative support resources within Shared Administration.
4. Manage an ongoing program of continuous improvement for finance support systems and processes including proactive data collection, analysis and performance monitoring.

Selection Criteria:

Essential:

1. Demonstrated high level ability to analyse and provide high level advice on all finance activities including budget preparation and management, financial compliance and reporting to facilitate efficient and effective program delivery.
2. Demonstrated high level oral and written communication and interpersonal skills which support engagement with influence.
3. High level adaptability and flexibility including demonstrated ability to manage pressure and change in an environment undertaking change, and to modify approaches to suit different people and situations.
4. Demonstrated experience in management of financial support services including management and coordination of staff, resources, records and assets.
5. Understanding of the complexities of cultures and contexts and the ability to interact effectively with people from diverse cultures.

Desirable:

1. Appropriate tertiary qualifications.
2. Demonstrated working knowledge of agency and government financial frameworks and an appreciation of the issues affecting schooling in the NT.

Approved: May 2019

General Manager Systems, Impact and Standards