

Job description

Agency	Department of Education	Work unit	Financial Accounting and Control
Job title	Finance Admin Coordinator	Designation	Administrative Officer 4
Job type	Full time	Duration	Fixed from 12/02/2024 to 29/01/2025
Salary	\$73,091 - \$83,611	Location	Darwin
Position number	19146	RTF	285186
		Closing	02/01/2024
Contact officer	Jackie Pen-Dennis on 08 8901 4954 or jackie.pen-dennis@education.nt.gov.au		
About the agency	https://education.nt.gov.au/		
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfId=285186		

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

The position is primarily responsible for the efficient and effective delivery of accounting and support services across the agency in accordance with legislative, policy and procedural frameworks. It develops grant payment schedules for all school sectors and assists with financial analysis, modelling and acquittals. It provides service delivery and advice to diverse stakeholders regarding student assistance grants, accounts payable and receivable, hospitality, official travel, corporate credit cards, reception desk, building and car park access cards, and tier one procurements.

Context statement

Financial Accounting and Control sits within Financial Services and provides accounting and support services to the department and schools. A major focus is to streamline and simplify procedures to strengthen financial compliance. Priorities and activities undertaken by the unit are varied and constantly evolving to meet agency needs.

Key duties and responsibilities

1. Process payment transactions in a timely manner, including the upload of bulk grant payment schedules to schools.
2. Administer various finance and corporate systems, generating reports and assisting with audits.
3. Develop support material, provide advice and training to staff across the agency.
4. Assist with the agency's reception function including the issue of building and car parking access cards.
5. Ensure transactions comply with agency and government legislation, policies and procedures.

Selection criteria

Essential

1. Demonstrated knowledge of financial management and procurement legislation, governance frameworks, financial administration principles and procedures.
2. High-level competency in the use of office automation software, financial systems, spreadsheets and databases.
3. Proven ability to work independently with minimal supervision, use initiative and judgement to manage priorities and deliver quality outcomes in a changing environment with tight deadlines.
4. High level of interpersonal, oral and written communication skills to cater for a range of stakeholders with the ability to negotiate and resolve conflict and provide effective on-the-job training and present at forums.

Desirable

1. Qualifications in accounting, finance, or business.

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: 23rd September 2020

Brett Roach, Chief Financial Officer