

# 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 to 30/06/2022
Salary	\$109,514 - \$117,815	Location	Darwin
Position number	34721 RTF 203922	Closing	17/01/2021
Contact	Jill Cassidy, Senior Manager Shared Administration on 08 8944 9207 or <a href="mailto:jill.cassidy@nt.gov.au">jill.cassidy@nt.gov.au</a>		
About the agency	<a href="https://education.nt.gov.au/">https://education.nt.gov.au/</a>		
Apply online	<a href="https://jobs.nt.gov.au/Home/JobDetails?rtfld=203922">https://jobs.nt.gov.au/Home/JobDetails?rtfld=203922</a>		

## Information for applicants

Applications must be limited to a one-page summary sheet and detailed resume.

The NTPS values diversity and aims for a workforce that represents the community. The NTPS encourages people from all diversity groups to apply for vacancies. For more information about applying for this position and the merit process, go to the [OCPE website](#).

Under the agency's Special Measures Recruitment Plan eligible Aboriginal and Torres Strait Islander (Aboriginal) applicants will be granted priority consideration for this vacancy. For more information on Special Measures, go to the [OCPE website](#).

## 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 Early Years and Education 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:

Early Years and Education Services (EYES) provides policy development advice and low incidence support across the Northern Territory to Government and non-Government schools, as well as strategically implementing a range of the Australian and NT Government early childhood education and care initiatives to improve the quality and integration of early childhood services. Staff in Early Years and Education Services 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, early childhood education and care; 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 budget 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 in accounting and affiliation with CPA Australia.
2. Demonstrated working knowledge of agency and government financial frameworks and an appreciation of the issues affecting schooling in the NT.