

JOB DESCRIPTION

Agency	Department of Education	Work Unit	School Policy, Partnerships and Strategy
Job Title	Administration Officer Finance	Designation	Administrative Officer 4
Job Type	Full Time	Duration	Fixed to 24/02/2021
Salary	\$69,357 - \$79,620	Location	Darwin
Position Number	19225 RTF 183773	Closing	24/02/2020
Contact	Jill Cassidy, Senior Manager EYES 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=183773		

Primary Objective: Provide a high level of administrative and financial support to the Early Years and Education Services Division by assisting with a range of activities that support improved systems in financial management. Cover other administrative duties as required.

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. Administer and coordinate a range of administrative processes in the Division including procurement and financial management, travel and management of equipment and resources for Early Years and Education Services.
2. Ensure financial accountability in respect to office administration within relevant legislation and guidelines eg. Financial Management Act and Treasurer's Directions.
3. Provide advice on public sector procedures for staff to ensure documentation is complete and correct and administrative procedures are followed.
4. Contribute to the efficient operation and delivery of the business of Early Years and Education Services including but not limited to data collection.

Selection Criteria

Essential:

1. Proven high level interpersonal, written and oral communication skills, which have resulted in effective team membership and the ability to communicate with clients at all levels.
2. Extensive experience in financial management and a range of administrative processes including procurement, travel and general service delivery.
3. Demonstrated ability to prioritise workloads, manage time and deliver results within strict time constraints.
4. Experience in a range of computer applications, professional development and financial databases.
5. Ability to interact effectively with people from diverse cultures.

Desirable:

1. Knowledge of government related financial legislation, online tender processes and procedures.
2. Current working with children card.