**JOB DESCRIPTION**

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| **Agency** | Department of Education | **Work Unit** | Financial Services |
| **Job Title** | Senior Financial Analyst | **Designation** | Administrative Officer 6 |
| **Job Type** | Full Time | **Duration** | Fixed to 02/12/2019 |
| **Salary** | $88,157 - $98,549 | **Location** | Darwin |
| **Position Number** | 19095 | **RTF** | 170436 | **Closing** | 25/07/2019 |
| **Contact** | Kosta Boubaris on 08 8901 4952 or Kosta.boubaris@nt.gov.au |
| **Agency Information** | [www.education.nt.gov.au](http://www.education.nt.gov.au) |
| **Information for Applicants** | **Applications must be limited to a one-page summary sheet and an attached detailed** **resume/cv**. For further information for applicants and example applications: [click here](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/employment-templates-and-guidelines) |
| **Information about Selected Applicant’s Merit** | If you 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](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/information-for-applicants) |
| **Special Measures** | The NTPS values diversity and aims for a workforce which is representative of the community we serve. Therefore under an approved **Special Measures** recruitment plan, ATSI 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. For further information: [click here](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/special-measures) |
| **Apply Online Link** | <https://jobs.nt.gov.au/Home/JobDetails?rtfId=170436>  |

**Primary Objective:** The Senior Financial Analyst is responsible for providing strategic budget development services, advice and expenditure monitoring services for schools and corporate business units.

**Context Statement:** The Budget & Resource Management unit within Financial Services is responsible for the agency’s budget development process and related cash flow management, internal reporting and budget performance monitoring. The unit supports corporate, regional and school based cost centre managers to manage their financial responsibilities.

**Key Duties and Responsibilities:**

1. Provide financial and budget management services and advice to business unit managers in accordance with legislation, government and agency frameworks under the direction of the Manager, Budget & Resource Management.
2. Support the agency’s provision of financial information and reports to meet all reporting requirements.
3. Identify, analyse and advise on budget management reviews, financial models and strategies to maximise the financial resources available to specified business units.
4. Develop and maintain strong relationships with clients and other stakeholders.

**Selection Criteria**

**Essential:**

1. Well-developed knowledge in contemporary accounting, budgeting, and financial management practices including knowledge of the NT Government budget cycle.
2. Well-developed analytical, research and interpretative skills with the capacity to develop practical, innovative solutions to complex, multifaceted problems.
3. Demonstrated ability in the use of office automation software, accounting packages, spreadsheets, databases and report generation tools.
4. Proven ability to be self-motivated, work independently, and as a member of a team, to achieve outcomes within a busy work environment whilst maintaining high standards and attention to detail.
5. Sound communication, conflict resolution and report writing skills, including the ability to manage the political, social and organisational environment and to contribute constructively to discussions and meetings.
6. Ability to interact effectively with people from diverse cultures.

**Desirable:**

1. Tertiary qualifications in accounting, finance or similar with membership of a relevant professional organisation.
2. Knowledge of budget and financial management procedures, legislation standards used by NT Government.

**Approved: September 2018 Brett Roach, Chief Financial Officer**