| Agency | Department of Education | | | Work unit | Gillen Primary School |
| --- | --- | --- | --- | --- | --- |
| Job title | Business Manager | | | Designation | Administrative Officer 5 |
| Job type | Full Time | | | Duration | Ongoing |
| Salary | $84,297 - $88,687 | | | Location | Alice Springs |
| Position number | 8293 | RTF | 220955 | Closing | 22/09/2021 |
| Contact | Donna O'Brien, Principal Gillen Primary School on 08 8955 2155 or [donna.obrien@education.nt.gov.au](mailto:donna.obrien@education.nt.gov.au) | | | | |
| About the agency | <https://education.nt.gov.au/> | | | | |
| Apply online | <https://jobs.nt.gov.au/Home/JobDetails?rtfId=220955> | | | | |
| Applications must be limited to a one-page summary sheet and detailed resume | | | | | |
| Information for applicants – Inclusion and diversity and Special measures 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 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](https://ocpe.nt.gov.au/employment-conditions-appeals-grievances/applying-for-and-filling-jobs/information-for-applicants).  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](https://ocpe.nt.gov.au/employment-conditions-appeals-grievances/special-measures). | | | | | |

# Primary objective

# Manage all areas of financial and budget reporting, procurement processes, internal controls, facility management and provide leadership and management of the administration, physical and support staff. Provide financial support to School Council as necessary. As part of the leadership team advise on financial capacity to strategically use resources to meet school needs.

# Context statement

Gillen Primary School is an urban primary school situated in Alice Springs with an enrolment of approximately 250 students including preschool. Approximately 70% of students are Aboriginal. The Business Manager and the Administration Team provide support for the school (Gillen Primary and Preschool) students, parents and the wider school community. Gillen uses MYOB, C.I Payroll System and SAMS. Gillen Primary School has a number of strategic financial partnerships with external agencies, and receives Targeted Funding for a Language and Literacy Program.

# Key duties and responsibilities

1. Maintain all financial records, payment of approved school accounts, provide accurate and timely financial reports to the Principal, School Council, internal and external stakeholders and monitor performance against budget.
2. Liaise with the Principal on financial and administrative matters ensuring that all statutory, taxation and audit obligations are met.
3. Oversee the upkeep and improvement of facilities. Supervise and direct the Maintenance Officer to maintain school buildings, grounds and vehicles and the liaison with relevant contractors.
4. Lead and manage the administration team and School Council employees to provide an effective service to the school.
5. Undertake reception work, including with students and administer first aid when required.

# Selection criteria

# Essential

1. A high level of interpersonal skills with the ability to communicate effectively with students, staff, parents and the wider school community and an ability to interact effectively with people from diverse cultures, including adults or children who may at times be distressed.
2. Sound knowledge of and demonstrated experience in implementing the principles and concepts of financial reporting, budget management and internal controls for procurement, payroll and revenue collection.
3. Proven ability in the use of computer applications, including integrated accounting systems, human resource management systems, Microsoft Office software and databases.
4. Proven ability to organise, prioritise and manage individual and team workloads, and meet deadlines.
5. Substantial knowledge of Work Health and Safety Standards and legislative obligations.

# Desirable

1. Qualifications in the areas of Business or Accounting or extensive experience in similar role.

# Further information

All applicants must undergo a criminal history check and hold a current Working with Children Notice (Ochre Card) from SAFE NT. Applicants must also hold a current Senior First Aid Certificate or have the ability to gain one in a timely manner.