| Agency | Department of Education | | | Work unit | School Financial Improvement and Support |
| --- | --- | --- | --- | --- | --- |
| Job title | Business Manager Remote Schools | | | Designation | Administrative Officer 5 |
| Job type | Full Time | | | Duration | Fixed to 26/02/2024 |
| Salary | $84,297 - $88,687 | | | Location | Katherine |
| Position number | 50650 | RTF | 205228 | Closing | 04/02/2021 |
| Contact | Julia Knight, Manager Quality School Financial Support on 08 8972 5314 or [julia.knight1@education.nt.gov.au](mailto:julia.knight1@education.nt.gov.au) | | | | |
| About the agency | [www.education.nt.gov.au](http://www.education.nt.gov.au) | | | | |
| Apply online | <https://jobs.nt.gov.au/Home/JobDetails?rtfId=205228> | | | | |
| 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](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:** Provide day to day management, supervision, and high level support in the areas of finance, procurement, administration, infrastructure and human resources management for non-teaching staff of selected remote schools in the Katherine Region.

**Context Statement:** The Business Manager position is based in Katherine currently working from the Katherine Regional office situated in Katherine. The position is responsible for ensuring the effective day to day running of the financial administration and management of two to five remote Schools.

**Key Duties and Responsibilities:**

1. Effectively manage all of the accounting, budgeting and financial processes and records within the Schools remotely in accordance with departmental procedures and policies and undertake the role of Treasurer / Executive Officer of the school councils as required.
2. Manage and provide accurate financial reports, information and financial management advice on school financial matters to each of the two to four remote schools’ Principals, School Councils, staff, parents and external agencies.
3. Where applicable, provide financial support and training to administrative staff based at the schools to assist the effective and efficient on and off-site financial management of the schools.
4. Provide advice, reports and assistance as required, including payroll of school council employees, Business Activity Statement (BAS) returns, Pay As You Go (PAYG) Tax and Superannuation Guarantee legislation.
5. Assist in the development and administration of school policies and procedures relevant to the finance function of the selected remote schools.
6. Manage repairs and maintenance to the school buildings, facilities and equipment under contract in compliance with non-urgent minor repairs, urgent minor repairs and minor new works procedures.

**Selection Criteria:**

**Essential:**

1. Demonstrated knowledge, experience and skills to successfully undertake accounting, budgeting and financial processes.
2. Demonstrated ability or capacity to learn computer applications such as Excel, File Maker Pro, on-line banking, payroll management and computerised financial accounting systems including MYOB.
3. Demonstrated knowledge and experience in administrative support, records management, human resource management, financial management, procurement and auditing.
4. Proven ability to interact and communicate effectively with students, staff, school councils, and the wider community in a multi-cultural setting.
5. Demonstrated experience organising and prioritising workloads, meeting deadlines, problem solving and working under pressure.

**Desirable:**

1. Qualification in Business or Accounting.

**Further Information:**

1. This position will require travel to remote school communities by light aircraft and/or 4WD as required.
2. The successful applicant must have no significant criminal record confirmed by a Police Criminal History check and have, or be in the process of obtaining, a current Working with Children Card and current First Aid Certificate.

**Approved: Thursday, 14 January 2021 Dianne Scannell, Director School Financial Improvement and Support**