

# Job description

Agency	Department of Education	Work unit	Financial Improvement and Support
Job title	School Financial Improvement Manager	Designation	Senior Administrative Officer 1
Job type	Full Time	Duration	Fixed for 6 months
Salary	\$123,559 - \$138,034	Location	Darwin, Palmerston
Position number	CO210095      RTF      220803	Closing	19/09/2021
Contact	Dianne Scannell, Director Quality School Financial Support Improvement and Leadership on 08 8901 4973 or <a href="mailto:dianne.scannell@nt.gov.au">dianne.scannell@nt.gov.au</a>		
About the agency	<a href="http://www.education.nt.gov.au">http://www.education.nt.gov.au</a>		
Apply online	<a href="https://jobs.nt.gov.au/Home/JobDetails?rtfld=220803">https://jobs.nt.gov.au/Home/JobDetails?rtfld=220803</a>		

**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](#). 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

Work with relevant Department of Education stakeholders to develop, implement and manage a regional strategy to monitor and review the financial management, support and governance of schools, identify and implement strategies that enables schools to make the best use of available resources, ensure the integrity of school financial data and be a point of expert financial management advice for principals, business managers, school representative bodies and the Director Quality Schools Financial Support Improvement and Leadership.

## Key Duties and Responsibilities

1. Work with the relevant DoE stakeholders to lead the development and implementation of a regional plan to monitor and review the financial management, support and governance of schools.
2. Deliver expert advice and leadership to service the financial, governance and operational needs of schools and the DoE.
3. Provide advice and contribute to the development of improved policy positions that impact on the overall strategic financial frameworks which impact financial service delivery to schools.
4. Coach and mentor Principals, Business Managers and other finance-accountable school staff to deliver strong financial performance outcomes within appropriate legal, policy and governance accountability frameworks.
5. Identify any schools at risk of not meeting financial management responsibilities/obligations and develop a risk management plan to monitor this effectively.

## Selection Criteria

### Essential

1. Highly developed interpersonal and written and oral communication skills, including the ability to write in an articulate and persuasive manner and the ability to interact sensitively and effectively with people from diverse cultures.
2. High level of knowledge and demonstrated ability in the application of financial accounting principles and practices in budget management, governance, procurement and internal control frameworks.
3. Demonstrated experience in performance reporting and monitoring to facilitate effective governance and continuous improvement of school and regional services.
4. Demonstrated high level organisational skills, including the demonstrated ability to work in a complex, constantly changing environment, prioritising tasks and meeting tight deadlines.
5. High level understanding and competence in a range of software programs including word processing, database and spreadsheets, as well as integrated accounting software programs such as MYOB or the ability to acquire.

### Desirable

1. Bachelor of Business (majoring in accounting) or equivalent.
2. Post graduate management and/or leadership training.

**Approved:** August 2021

Dianne Scannell, Director Quality School Financial Support Improvement and Leadership