

JOB DESCRIPTION

Agency	Department of Education		Work Unit	Corporate Support
Job Title	Finance Officer		Designation	Administrative Officer 4
Job Type	Full Time		Duration	Fixed to 01/02/2021
Salary	\$69,357 - \$79,620		Location	Darwin
Position Number	19098	RTF	Closing	11/11/2019
Contact	Jackie Pen-Dennis on 08 8901 4954 or jackie.pen-dennis@nt.gov.au			
Agency Information	www.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=176766			

Primary Objective:

This position is responsible for the efficient and effective delivery of accounting and support services across the agency in accordance with legislative, policy and procedural frameworks. Support services include managing school grants and student assistance schemes, finance system administration, accounts payable, accounts receivable, corporate credit card, travel, hospitality, reception desk, building and car park access cards, procurement and taxation services.

Context Statement:

Corporate Support is located in Darwin and comprises 9 positions that form part of the department's Finance Shared Services team. It provides accounting and support services to the department and schools. A major focus for the unit is to streamline and simplify procedures to strengthen financial compliance. The priorities and activities undertaken by the unit are varied and evolving to meet the needs of the agency.

Key Duties and Responsibilities:

1. Process payment transactions in a timely manner, including grants and invoices
2. Administer various finance and corporate systems, generating reports and assisting with audits
3. Develop support material and provide assistance and training to staff across the agency
4. Assist with the agency's reception including the issue of building and car parking access cards
5. Ensure transactions comply with agency and government legislation, policies and procedures

Selection Criteria:

Essential

1. Demonstrated knowledge of financial management and procurement legislation, governance frameworks, financial administration principles, practices and procedures
2. High-level competency in the use of office automation software, financial systems, spreadsheets and databases
3. Proven ability to work independently with minimal supervision, use initiative and judgement to manage priorities and deliver quality outcomes in a changing environment with tight deadlines
4. High level of interpersonal, oral and written communication skills to cater for a range of stakeholders with the ability to negotiate and resolve conflict
5. An ability to interact effectively with people of diverse cultures