**JOB DESCRIPTION**

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| **Agency** | Department of Education | | | **Work Unit** | Systems, Impact and Standards |
| **Job Title** | Manager Budget Finance and Reporting | | | **Designation** | Administrative Officer 7 |
| **Job Type** | Full Time | | | **Duration** | Fixed from 02/06/2019 to 02/12/2019 |
| **Salary** | $104,237 - $112,237 | | | **Location** | Darwin |
| **Position Number** | 34721 | **RTF** | 166450 | **Closing** | 21/05/2019 |
| **Contact** | Jill Cassidy Senior Manager, Shared Administration on 08 8944 9207 or [jill.cassidy@nt.gov.au](mailto:jill.cassidy@nt.gov.au) | | | | |
| **Agency Information** | <https://education.nt.gov.au/> | | | | |
| **Information for Applicants** | **Applications must be limited to a one-page summary sheet and an attached resume/cv.** Further information for applicants and example applications can be found [here](http://www.ocpe.nt.gov.au/working_in_the_ntps/filling_ntps_job_vacancies/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, etc.) will be provided to other applicants, to ensure transparency and better understanding of the reasons for the decision. For further information on selection outcomes [click here](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/employment-templates-and-guidelines/) | | | | |
| **Special Measures** | The Northern Territory Public Sector 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 on Special Measures, [click here](http://www.ocpe.nt.gov.au/working_in_the_ntps/filling_ntps_job_vacancies/special_measures) | | | | |
| **Apply Online Link** | <https://jobs.nt.gov.au/Home/JobDetails?rtfId=166450> | | | | |

**Primary Objective:** The Manager Finance and Reporting provides strategic leadership, policy advice, budget analysis and

support to the Executive Director, directors, managers and staff of Education Policy and Programs on all financial management

activities including budgeting and monitoring, compliance, procurement, policy implementation, streamlining of financial systems

and processes, facilitation of financial services with centralised service providers and quality high level financial reporting and

analysis.

**Context Statement:** Education Policy and Programs provides policy development advice and low incidence support across

the Northern Territory to Government and non-Government schools. Staff in Education Policy and Programs liaise with

and provide advice to the Minister, Department of Education senior executive, regional personnel and school principals on

issues of policy, procedure and performance as it relates to community; teaching, learning and assessment; vocational

education and training; and cross agency and intergovernmental relations.

**Key Duties and Responsibilities:**

1. Provide high level policy advice, or where relevant facilitate appropriate policy advice, on all financial matters for managers and staff of Education Policy and Programs including budget preparation and monitoring, financial and procurement compliance, policy implementation and reporting issues.
2. Provide overall leadership of appropriate financial support services systems and staffing that provides for cost effective, timely and appropriate delivery, addresses all policy imperatives and drives financial reporting and analysis.
3. Provide strategic and operational leadership on staff training on finance management and compliance activities in partnership with centralised service providers and the administrative support resources within Shared Administration.
4. Manage an ongoing program of continuous improvement for finance support systems and processes including proactive data collection, analysis and performance monitoring.

**Selection Criteria:**

**Essential:**

1. Demonstrated ability to analyse and provide high level advice on finance activities including budget preparation and management, financial compliance and reporting to facilitate efficient and effective program delivery.
2. Demonstrated high level oral and written communication and interpersonal skills which support engagement with influence.
3. High level adaptability and flexibility including demonstrated ability to manage pressure and change in an environment undertaking change, and to modify approaches to suit different people and situations.
4. Demonstrated experience in management of a financial support services including management and coordination of staff, resources, records and assets.
5. Understanding of the complexities of cultures and contexts and the ability to interact effectively with people from diverse cultures.

**Desirable:**

1. Appropriate tertiary qualifications.
2. Demonstrated working knowledge of agency and government financial frameworks and an appreciation of the issues affecting schooling in the NT.

**Approved: May 2019 General Manager Systems, Impact and Standards**