

# Job Description

Agency	Department of Education	Work unit	School Funding and Resourcing
Job title	Assistant Director School Funding and Resourcing	Designation	Senior Administrative Officer 1
Job type	Full time	Duration	Ongoing
Salary	\$126,030 - \$140,795	Location	Darwin
Position number	50797	RTF	292583
		Closing	01/04/2024
Contact officer	Vicki McAskill on 08 8901 1329 or <a href="mailto:vicki.mcaskill@education.gov.au">vicki.mcaskill@education.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?rtfId=292583">https://jobs.nt.gov.au/Home/JobDetails?rtfId=292583</a>		

**APPLICATIONS MUST INCLUDE A ONE-PAGE SUMMARY ABOUT YOU, A DETAILED RESUME AND COPIES OF YOUR TERTIARY QUALIFICATIONS.**

## Information for applicants – inclusion and diversity and Special Measures recruitment plans

The NTPS values diversity. 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](#).

Aboriginal applicants will be granted priority consideration for this vacancy. For more information on Special Measures plans, go to the [OCPE website](#).

## Primary objective

Provide financial analysis, strategic financial management advice, financial modelling and system support to enable effective financial management of the Department's resources for schools.

## Context statement

The School Funding and Resourcing team operates within Financial Services and is a critical partner in working with government and the department to develop, improve and maintain complex financial funding models and systems to support schools.

## Key duties and responsibilities

1. Manage the school resourcing model and funding cycle, including continual improvement of the funding model and supporting the implementation of school funding reform under the direction of the Director of School Funding and Resourcing.
2. Conduct high-level research and analysis, forecasting, cost modelling and identify strategies to maximise the use of financial resources to provide funding and support for schools.
3. Develop and maintain collaborative partnerships with multiple stakeholders and clients to ensure efficient and effective engagement of the school resourcing model and service delivery.
4. Prepare high level documentation and briefings for multiple stakeholders.
5. Manage a team of financial analysts providing advice, services and support for schools and department staff.
6. Provide support to the wider Financial Services team in delivering financial services and advice to deliver on mandatory obligations, corporate initiatives and strategic objectives.

## Selection criteria

### Essential

1. Demonstrated expert understanding in contemporary accounting, budget and financial management, analysis, monitoring and reporting.
2. Ability to apply highly developed analytical, research and interpretive skills to develop practical, innovative solutions to complex financial and budget management related problems.
3. Proven ability to work under pressure, manage tight and conflicting deadlines often with limited direction, to produce quality outcomes.
4. Proven ability to prepare high-level documentation for executives and external stakeholders.
5. Proven ability to develop and maintain strong relationships across an organisation and with external stakeholders, with highly developed communication skills, and a demonstrated ability to interact, negotiate with influence effectively to achieve outcomes and relay technical and complex information clearly and effectively.
6. Demonstrated advanced ability in the use of finance systems, including accounting software, the Microsoft Office suite and reporting tools to enable financial analysis, modelling and costings.
7. Experience in leading staff, including performance and workflow management to meet team deliverables.

### Desirable

1. Tertiary qualifications in accounting, finance or similar and membership with a professional accounting body.

## Further information

The preferred applicant will be required to undergo a criminal history check and will be required to obtain a current Working with Children Card.

Approved: 18<sup>th</sup> March 2024

Jasmin Aldenhoven, Chief Financial Officer