



Applications are sought from committed active Christians for the position of:

# HUMAN RESOURCES OFFICER (Payroll) with NT CHRISTIAN SCHOOLS

Based in Darwin, the successful applicant, under the supervision of the Human Resources Manager, will be responsible for the coordination with and provision of assistance to other Finance staff to ensure the efficient operations of the payroll function and to achieve the overall strategic objectives of NT Christian Schools. The successful applicant will take responsibility for all payroll related matters, be required to work collaboratively within the HR team and be able to establish effective networks with a range of human resource stakeholders.

The successful applicant will be able to embed their Christian faith into all aspects of their work and provide well informed advice to promote current human resource best practice in payroll and data management.

For general information please contact us as per details given below.

***Positions commence as negotiated***

***Expressions of interest considered as received***

*Please download the employment application form from this website, address the selection criteria as set out in the job description and include it with your CV:*

**[jobs.ntchristianschools.com.au](http://jobs.ntchristianschools.com.au)**

*Enquiries are welcome and fully completed applications to be directed to:*

**Human Resources**  
NT Christian Schools  
PO Box 228  
KARAMA NT 0813

Phone: 08 8920 4355

Email: **[human.resources@ntchristianschools.com.au](mailto:human.resources@ntchristianschools.com.au)**