



**Now hiring**

# FINANCE OFFICER



## FULL TIME

NT Christian Schools is seeking a skilled administrator to join our finance team in Berrimah.

We are seeking someone with some background in finance and experience using enterprise resource management software. You will help process accounts, credit card transactions, financial ledgers, audits, monthly and annual reports.

If you're ready to be part of an organisation that values faith, integrity, and excellence in early learning, we'd love to hear from you.

## IMMEDIATE START OR AS NEGOTIATED

### WHY WORK WITH US

- Six weeks annual leave
- 15 days personal leave
- 12% Super Contribution
- Long-Service Leave, pro-rata, after five years
- Tuition discounts for staff children\*
- Salary Sacrificing and health care corporate rates\*
- Relocation assistance\*
- Ongoing professional development
- Additional paid maternity leave
- Access to staff wellbeing program
- The opportunity to work in a purpose-driven, faith-based organisation

\*Conditions apply

## APPLY NOW

 [ntchristianschools.com.au](https://ntchristianschools.com.au)

 [humanresources@ntchristianschools.com.au](mailto:humanresources@ntchristianschools.com.au)

## JOB DESCRIPTION

<b>Job Title:</b>	Finance Officer
<b>Job Type:</b>	Fulltime
<b>Salary Classification:</b>	AO4.1 – AO5.3 scale
<b>Junior Employee Rates</b>	A junior employee is paid at the following percentage of the appropriate adult rate: Under 17 – 50% 17 years old – 60% U18 18 years old – 70% U19 19 years old – 80% U20 20 years old – 90% U21
<b>2025 Salary Range:</b>	\$80,025 - \$99,833 depending on qualifications and experience Plus, superannuation contribution of 12% of your annual salary
<b>Annual Leave:</b>	6 weeks
<b>Location:</b>	Business Systems Office, Berrimah
<b>Reporting to:</b>	Finance Manager
<b>Date advertised</b>	August 2025

### Introduction

NT Christian Schools is a Christian organisation. It exists to advance the Christian religion through the provision of education and religious instruction. Accordingly, in furtherance of the religious ethos of NT Christian Schools all staff will be required to deliver or contribute to religious education, to lead or otherwise assist in the conduct of religious services and otherwise engage in religious practices and observances (including, but not limited to, leading prayers or devotions and sharing testimonies), either with fellow staff or students. As representatives of NT Christian Schools, it is a genuine occupational qualification of such roles that applicants hold and act consistently with the religious beliefs of NT Christian Schools, including as articulated in the Policies and Procedures of NT Christian Schools.

NT Christian Schools exists to provide a thoroughly Christian education and to give effective witness to the biblically based religious beliefs of the Company. As such, holding the religious beliefs of NT Christian Schools as articulated in the Policies and Procedures of NT Christian Schools is a genuine occupational qualification of this role.

You are expected to have a clear understanding of, and unqualified commitment to the biblical basis, including as articulated in the Policies and Procedures of NT Christian Schools, and to act both in the work place and in other contexts in ways that are consistent with those beliefs, in order to provide an authentic Christian witness.

This role is required to practice, deliver and contribute to religious education in a manner that is consistent with the Policies and Procedures of NT Christian Schools and to model a life consistent with those beliefs. As such, this role requires the highest commitment to the Lord, the Bible and to schooling from a distinctively Christian perspective, consistent with the Policies and Procedures of NT Christian Schools.

This will be evident in supporting the teaching of the Australian curriculum from a biblical worldview, participating in and leading staff devotions and leading student devotions and prayer time and through the sharing of your personal testimony. In addition, staff offer a reflection of their own

growing relationship with Christ, which is itself affirmed by living a life consistent with the teaching of the word of God. Accordingly, the modelling of an authentic Christian life is a core requirement of the position, reflecting the foundational contribution the position makes to the maintenance of the religious ethos of the school.

With a mutual commitment to God through Jesus Christ, staff members ought to serve and love one another as Christ loves them. This also means an acknowledgement that all people are fallible and need to be entirely reliant upon God. NT Christian Schools has expectations of mutual love, service, trust, acceptance, patience, forgiveness and support.

All employees for NT Christian Schools are to be committed to ensuring child safety, health and wellbeing practices are followed and upheld. These practices are embedded in NT Christian Schools policy and culture as guided under current legislation.

### **General Expectations**

NT Christian Schools is a recognised school system and the System Office plays a key role in ensuring that teaching and learning and corporate services are all managed for our school system as efficiently and effectively as possible.

The relationship between our staff and students is nevertheless uppermost in our minds, as we endeavour to provide the best corporate services possible to allow that relationship to flourish and for school communities to live out our mission and values.

The system office also plays a key role in relationship building and promotion to government departments, members of parliament and national associations such as CEN.

The Finance Department serves NT Christian Schools in bookkeeping, financial resources management and planning, reporting and data analysis and organizational planning including risk analysis to provide ethical and practical budget production and support. NT Christian Schools Finance Department oversees income and expenses and maintains financial resources to achieve the goals and initiatives of NT Christian Schools.

These responsibilities and duties are underpinned by expectations of generosity, openness, teamwork, effectiveness, efficiency, attention to detail, pleasant working relationships and maintenance of an effective, Christ-centred and safe work environment.

### **Key Duties and Responsibilities**

- To effectively witness to the beliefs articulated in the Company's Policies of NT Christian Schools by modelling an authentic life of faith lived in accordance with those beliefs, and with general Christian principles.
- To contribute to the spiritual life of the organisation by leading or otherwise assisting in the conduct of religious services, religious practices and observances (including, but not limited to, leading prayers or devotions and sharing testimonies).
- Demonstrate excellent communication skills, written and verbal.
- Maintain the capacity to be an active team member and work collaboratively.
- Process accounts payable, accounts receivable, and credit card transactions in TechOne, ensuring transactions are accurately processed in accordance with GST requirements.
- Maintain and update financial ledgers and project ledger to comply with accounting, audit, and funding body requirements, including meeting end-of-month deadlines.

### **Key Duties and Responsibilities cont'd**

- Complete monthly bank reconciliations and prepare journal entries as required.
- Prepare grant acquittals and related documentation for the end-of-year audit.
- Monitor financial performance against budget allocations.
- Assist with payroll processing or review.
- Support the end-of-year financial close in collaboration with the Finance Manager and maintain updated records for audit purposes.
- Contribute to the improvement of the organisation's financial systems.
- Undertake ad hoc finance-related tasks as required.

### **Selection criteria**

#### ***Essential:***

- A committed Christian actively involved in your local church.
- Prove an ability to effectively model Christian values as expressed in the Policies and Procedures of NT Christian Schools and to give an authentic witness to those values.
- Formal accounting qualifications and/or extensive experience in an accounting environment
- Strong keyboard skills and thoroughly computer literate
- NT Working with Children Clearance (Ochre card)
- Recent Criminal History Check (within the last 12 months)
- Completed NT Christian Schools employment application form (available on our website [www.ntcsa.nt.edu.au](http://www.ntcsa.nt.edu.au)).

#### ***Desirable:***

- Experience in the use of TechOne ERP.
- Proficiency with Microsoft applications with intermediate level spreadsheet skills.
- Formal qualification in accounting.
- Experience in an educational setting would be an advantage.
- Experience in Technology One, Canvas, Compass, Edval or similar information management system.