



**Now hiring**

# FINANCE MANAGER



**NT  
CHRISTIAN  
SCHOOLS**

**FULL TIME | 2026 START**

*Are you a strategic finance leader with a passion for purpose-driven work? NT Christian Schools, a growing network of Christ-centred campuses across the Northern Territory, is seeking an experienced Finance Manager to join our System Office and help steward our financial future with excellence and integrity.*

*In this key leadership role, you'll help shape financial strategy and hold responsibility for planning and reporting across a diverse educational organisation where every dollar supports transformational education deeply rooted in a Biblical worldview.*

*We're looking for someone who thrives in collaborative, high-impact environments and who is energized by purpose, as much as performance. Be ready to partner with our executive team to ensure sustainability, steward resources wisely, and enable our schools to flourish.*

*We are offering the opportunity to be considered in the succession plan for the Finance Director, and the chance to live and work in the stunning and culturally rich Top End and Central Australia. Bring your financial expertise to a role with meaning, influence and heart. Adventure Awaits, Apply Today!*

## 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
- ELC fee discount of 80% for your own children
- Additional paid maternity leave
- Access to staff wellbeing program

\*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 Manager  |
| <b>Job Type:</b>              | Full time  |
| <b>Salary Classification:</b> | AO7.3 – SAO1.2.5 scale   |
| <b>2024 Salary Range:</b>     | \$132,625 – \$151,070 depending on qualifications and experience. Plus, superannuation contribution of 12% of your annual salary |
| <b>Annual Leave:</b>          | 6 weeks AL pa  |
| <b>Location:</b>              | System Office  |
| <b>Reporting to:</b>          | Director of Finance & Facilities   |

### 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 requires you 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.

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.

### **Primary role**

The Finance Manager is accountable to Director of Finance and Facilities with key responsibilities and duties as outlined below. The Finance Department serves NT Christian Schools in bookkeeping, financial resources management and planning, reporting and data analysis and organisational 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.

The Finance manager directly manages the finance team and the finance work product; and will have the opportunity to train with the Finance Director in consideration for near-term future succession plans related to the finance department.

### **Key Duties and responsibilities**

These include but are not limited to:

- 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 schools and office by leading or otherwise assisting in the conduct of religious services and otherwise engaging in religious practices and observances (including, but not limited to, leading prayers or devotions and sharing testimonies).

- To model an appropriate Christian lifestyle in and out of the workplace, acting at all times consistently with the beliefs articulated in the Policies and Procedures of NT Christian Schools.
- Demonstrate excellent communication skills, written and verbal.
- Maintain the capacity to be an active team member and work collaboratively.
- Experience in, or willingness to learn, technology including computers, online platforms and data management software.
- Be integrally involved with budget development, monitoring and reporting;
- Advise the Director of Finance & Facilities, school principals and other directors with regard to finance and resource issues;
- Ensure financial accountability and internal controls;
- Provide ongoing payroll backup;
- Provide financial information and reports to the schools and Director of Finance and Facilities to support management decisions;
- Administer applications for recurrent and capital funding to all tiers of government;
- Monitor cash flow to enable NT Christian Schools to maintain financial viability and stability;
- Manage and lead all members of the System Office Finance Team;
- Management of assets;
- Monitoring of insurance coverage for all areas of NT Christian Schools operations;
- Oversight of annual auditing;
- Lead in Technology One, current finance software.
- Liaising with Facilities manager to manage contractors, projects, contracts, funding acquittals, etc. ; and
- Other duties as directed.

## **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.
- Demonstrate or be willing to develop, the ability to draw upon the beliefs articulated in the Policies and Procedures of NT Christian Schools to prepare an environment and culture of biblical perspective enhancing significant outcomes for students.
- High level of personal integrity and professionalism.
- An interest in and desire to contribute to the educational vision, values and planning and strategies of the organisation.
- Highly developed interpersonal skills, including establishing and maintaining internal and external stakeholder relationships.
- Ability to understand information technology systems, especially business systems.
- Advanced Excel skills.
- NT Working with Children Clearance (Ochre card).
- Recent Criminal History Check (within the last 12 months).

### ***Desirable***

- Relevant tertiary qualifications with management experience and a CPA/CA accreditation.
- Experience with maximising utilisation of enterprise systems.
- Experience in Technology One, Canvas, Compass, Edval.
- Experience in an educational setting.
- Experience in payroll.