

JOB DESCRIPTION

Job Title:	Finance/Contracts Manager
Job Type:	Full time
Salary Classification:	NT Christian Schools AO7.1 scale
2021 Salary:	\$109,552per annum dependent on qualifications and experience. Six (6) weeks annual leave. Plus superannuation contribution of 10.0% of your annual salary.
School/Entity:	Berrimah System Office
Responsible to:	Chief Financial Officer
Date Advertised:	September 2021

Introduction

All people who work for NT Christian Schools are expected to have a clear understanding of, and unqualified commitment to the biblical basis, *'What We Believe'*, and to act both in the work place and in other contexts in ways that are consistent with that basis.

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. The association has expectations of mutual love, service, trust, acceptance, patience, forgiveness and support.

General expectations

Your work for the organisation involves serving and supporting those people for whom we exist, namely students and their parents. This is the core function for all people employed by NT Christian Schools. Each is expected to work as a member of a team serving and supporting each other in the various tasks to which God has called them. Each team member is expected to contribute positively to the maintenance of a pleasant, purposeful, productive and safe workplace.

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

Primary role

The Finance/Contracts Manager is accountable to the Chief Financial Officer and the Executive Leadership Team (ELT). The position works alongside other System Office managers (HR, ICT, Facilities, Communications, etc), to provide strategic and operational leadership, management, innovation, communication and assurance in relation to financial operations and major contracts. Key responsibilities and duties are outlined below.

Functions, responsibilities and duties

These include but are not limited to:

- Manage the daily financial operation of the organisation;
- Manage and lead all members of the System Office Finance Team;
- Be integrally involved with budget development, monitoring and reporting;
- Advise the ELT with regard to finance and resource issues;
- Ensure financial accountability and internal controls;

- Provide financial information and reports to the schools and ELT to support management decisions;
- Administer applications for recurrent and capital funding to all tiers of government;
- Monitor cash flow to ensure NT Christian Schools operational liquidity;
- Acquire expertise and understanding of the new TechnologyOne ERP system, to liaise with the vendor to provide overall system management and oversight of related policy, procedures, changes and training;
- In collaboration with Facilities Manager, manage process for tendering for projects and contract negotiation on behalf of organisation for building and significant maintenance projects, and work with the Facilities Manager to manage contractors, projects, contracts, funding acquittals, etc;
- Assure compliance with Company, client, local and other legal administrative requirements and regulations;
- Ensure timely completion of project deliverables; perform project and field audits to control compliance and create audit reports;
- Conduct risk analysis and advise ELT of improvements or implements improvements in existing contracts;
- Develop and monitor administrative, procurement and logistics systems, oversee adherence to policies and processes and ensure standardization;
- Ensure effective measurement of timing and contractual agreements
- Assist with debt servicing and loan negotiation;
- Management of assets;
- Vehicle fleet management;
- Monitoring of insurance coverage for all areas of NT Christian Schools operations;
- Oversight of annual auditing;
- Other duties as directed.

Selection criteria

Essential

- Demonstrated deep personal relationship with Jesus and commitment to Christ as Lord and Saviour.
- Relevant tertiary qualifications
- Demonstrable finance and contract management experience
- 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

- CPA/CA accreditation.
- Experience with maximising utilisation of enterprise systems.
- Experience in the use of TechnologyOne ERP.
- Experience in an educational setting.
- Experience in payroll.