

JOB DESCRIPTION

Job Title:	TechnologyOne System Administrator (Implementation and Support)
Job Type:	Full-time fixed-term (up to 2 years)
Salary Classification:	NT Christian Schools AO6.1 – AO7.4 scale; 6 weeks Annual Leave
2022 Salary Range (Full-time):	\$94,504 – \$120,215, dependent on qualifications and experience Plus superannuation contribution of 10% of annual salary
School/Entity:	NT Christian Schools – Darwin based; some remote work possible by negotiation
Responsible to:	Director of Operations
Date Advertised:	February 2022

Introduction

All people who work for NT Christian Schools are expected to have a clear understanding of, and unqualified commitment to, its biblical basis, the *Statement of Faith, 'What We Believe'*. They should act in the work place and in other areas of life in ways that are consistent with that basis. Acknowledging that all people are fallible and good can ultimately only come from God, staff members are expected to be committed to Jesus Christ and ought to serve and love one another as Christ loves them.

General Expectations:

The organisation's vision is to be *a Christian community learning together to live life as God intended, offering hope for the world*. Work in the organisation and in its educational communities involves serving and supporting those people for whom the organisation exists, namely students, trainees, their parents and communities. Each employee is expected to work as a member of a team pursuing this core function: serving and supporting each other in the tasks to which God has called them. The organisation and its educational communities have expectations of mutual love, service, trust, acceptance, patience, forgiveness and support.

Each staff member is expected to contribute positively to the maintenance of a pleasant, purposeful, productive and safe workplace. The organisation expects its employees to be generous, open, work as a team, effective, efficient, attend to detail and contribute to pleasant and positive working relationships.

Primary role

To ensure that the finance, payroll and related IT system, TechnologyOne, are implemented, configured and supported in a way that promotes efficient and timely operations for NT Christian Schools System Office and all schools.

The Systems Administrator provides support to the finance team and is responsible for the administration, maintenance and improvements of our ERP System (TechnologyOne). The applicant will act as the interface between the finance, human resources and IT team and provide training and support to these teams and the wider organisation

Key areas of responsibility

- Configuration, testing and support with the TechnologyOne system
- Coordinate and undertake the implementation of the TechnologyOne system (finance, HR/payroll and budgets and assets) in schools and colleges
- Assisting with AR and AP processes in TechnologyOne
- Provide high level technical support for the administration of the financial systems, including the changes and testing, security, structure and design.
- Reviewing, developing and implementing the systems, processes, financial models and reports

- Developing templates for system processes and procedures
- Work closely with key users to produce training manuals for systems
- Provide coaching and training to Staff.
- Liaise with TechnologyOne Application Management Service, ensuring support that support service is used to its best advantage.
- Ensure that all decision making is in line with organisation's vision and strategic direction.

Selection criteria for the position

Essential

- Demonstrated deep personal relationship with Jesus and commitment to Christ as Lord and Saviour
- High level of personal integrity and professionalism
- Highly developed interpersonal skills, including establishing and maintaining internal and external stakeholder relationships
- Demonstrated high level knowledge of the Technology One system, especially as it relates to finance and payroll, or experience with a similar system
- Experience in providing accounting system support in similar medium to large scale organisation's
- High level of attention to detail and methodical work practices
- Highly competent verbal and written communication skills
- NT Working with Children Clearance (Ochre card)
- Recent Criminal History Check (within the last 6 months)
- Mandatory Vaccination Status
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Desirable

- Qualifications (degree, diploma) relevant to the position
- 5 years' experience in a similar role
- ETL/other coding experience; Crystal and/or XLOne report writing experience
- Experience in an educational setting
- Current NT driver's licence