

Position Description

Position Requirements	
Position:	Account Officer
Employment Type:	5-month fixed-term contract, 0.6 FTE (with potential for extension)
Classification:	SCHADS Award, Level 3
Site:	South Morang
Reports to:	Finance Manager

Position Summary – Primary Purpose

Reporting to the Finance Manager, the Accounts Officer is responsible for processing and maintaining accurate financial records, and preparing regular accounting reconciliations and reports in accordance with ADEC's financial policies and procedures.

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This role is ideal for an organised and detail-oriented individual who takes pride in managing day-to-day financial operations and ensuring the accuracy and timeliness of financial data. Working under general direction, the Accounts Officer plays an important role in supporting the month-end and year-end closing processes and ensuring compliance with ADEC and funding authority requirements. The position works closely with the Finance Manager and General Manager Finance to deliver reliable financial information and contribute to the smooth running of finance operations.

The Accounts Officer's key responsibilities include (but are not limited to):

- Recording income and expenditure transactions and posting them accurately to the relevant accounts within the accounting and finance systems.
- Processing payments, receipts and reimbursements promptly and maintaining the aged accounts receivable and payable ledgers.
- Conducting routine banking activities and completing ADEC credit card reconciliations.
- Preparing monthly journals and balance sheet reconciliations, ensuring reconciling items are investigated and cleared in a timely manner.
- Completing month-end and year-end closing processes to ensure all transactions and journals are finalised accurately and on schedule.
- Assisting with preparation of management and program financial reports.
- Supporting the development of the annual budget, periodic forecasts and monitoring of expenditure against budgeted allocations.
- Assisting with finance system administration, including maintenance of user access and system data integrity.
- Maintaining and updating the fixed asset register, and supporting stocktake and asset reconciliation processes.

- Ensuring that all required insurances, supplier records and registrations are current and compliant.
- Preparing statements of accounts and supporting documentation for the annual audit and responding to audit queries.
- Assisting with the review, update and documentation of accounting procedures and internal controls to strengthen compliance and efficiency.
- Providing ad-hoc support to the Finance team, including investigation of discrepancies, participation in system implementations and continuous improvement initiatives.
- Monitoring the Accounts Section mailbox and responding to internal and external enquiries promptly and professionally.
- Performing other duties as directed by the Finance Manager or General Manager Finance.

Position Accountabilities

The Accounts Officer is responsible for:

Financial Operations and Systems

- **Accounts Payable and Receivable:** Process supplier invoices, staff reimbursements, payments and receipts promptly. Maintain accurate accounts payable and receivable ledgers, prepare monthly client statements, and proactively manage aged receivables and payables to minimize outstanding debts and liabilities.
- **Billing and Claims Systems (Sandwai / MYP / HICAPS):**
 - Process and reconcile client billing, claims and statements through Sandwai CMS, ensuring all transactions are accurate, supported by appropriate documentation, and recorded in a timely manner.
 - Process and reconcile NDIS Plan Management claims and supplier payments through MYP/HICAPS, ensuring alignment with participant funding plans, correct authorisation of invoices, and prompt follow-up of rejected or pending items.
 - Reconcile system reports to Xero to confirm the completeness and accuracy of income, payables, and receivable records.
- **Banking and Reconciliation:** Conduct routine banking activities, prepare and complete bank and credit card reconciliations monthly, and investigate reconciling items to ensure timely resolution.
- **Journal and Ledgers:** Prepare and post monthly journal entries, complete balance sheet reconciliations, and investigate and resolve reconciling items in a timely manner.
- **Fixed Assets Management:** Maintain and update the fixed asset register, including asset additions, disposals, depreciation, and tracking. Perform monthly reconciliations to ensure accurate recording and management of assets, and assist with periodic stocktakes.
- **Finance Systems and Data Integrity:** Assist with maintaining data accuracy and user access in all accounting and finance systems. Support system maintenance, issue resolution, testing of updates, and implementation of new systems or process improvements.

Financial Reporting and Control

- **Month-End and Year-End Close:** Complete month-end and year-end processes by ensuring all transactions, journal entries, and reconciliations - including Sandwai MYP and HICAPS billing, receipts, and payments - are completed accurately and within deadlines.
- **Management and Program Reporting:** Assist in gathering and compiling financial data from various sources and in preparing routine management and program reports for review by the Finance Manager and General Manager Finance.
- **Reconciliations and Record-Keeping:** Prepare balance-sheet and ledger reconciliations and maintain audit-ready documentation and supporting schedules.
- **Policies and Procedures:** Comply with ADEC's financial policies and procedures, and assist in documenting, reviewing, and improving accounting processes to enhance accuracy, efficiency, and compliance.

Statutory and Compliance Support

- **Audit Preparation:** Prepare statements of accounts, reconciliations, billing summaries and supporting documentation for the annual external audit. Respond promptly to audit queries and provide requested evidence.
- **Funding and Grant Compliance:** Ensure all transactions are accurately coded to the correct job codes and funding streams, supporting preparation of acquittals and compliance reporting.
- **Insurance and Supplier Records:** Monitor and maintain current supplier records, ABNs and insurance certificates in line with ADEC policy and funding requirements.

Budgeting and Forecasting Support

- **Budget and Forecast Assistance:** Assist with collation of billing, claims and expenditure data for the annual budget and periodic forecasts. Support ongoing monitoring of actual results against approved allocations and alert the Finance Manager to material variances.

Team and Communication

- **Collaboration:** Work closely with the General Manager Finance, Finance Manager, Payroll Officer and other Finance Team members to ensure consistency, accuracy and timely delivery of financial information.
- **Communication:** Respond to internal and external enquiries courteously and promptly through the Finance mailbox and other channels.
- **Accounts Email Management:** Monitor and manage the Finance accounts inbox, ensuring all enquiries and correspondence are responded to promptly, recorded accurately, and filed appropriately to support smooth financial operations.
- **Support to Colleagues:** Provide guidance to other team members on established financial procedures and contribute to a supportive and collaborative team culture.

Projects and Continuous Improvement

- **Systems and Process Improvement:** Participate in finance system implementations, integrations, and process-streamlining projects. Assist with testing new system features, resolving issues, and documenting updated procedures.

- **Ad-hoc Support:** Provide assistance on special projects, discrepancy investigations and other finance-related initiatives as directed by the Finance Manager or General Manager Finance.

Behavioural Attributes

- **Accuracy and Attention to Detail:** Maintain high levels of accuracy in transaction processing, reconciliations and reporting across all finance systems.
- **Time Management:** Prioritise tasks effectively and ensure all work is completed accurately and within required timeframes.
- **Teamwork and Collaboration:** Contribute positively to a cooperative and solution-focused Finance Team environment.
- **Ethical Conduct and Confidentiality:** Demonstrate integrity and discretion in all financial dealings and maintain confidentiality of client and organisational information.

Other Duties

- Undertake other duties as directed by the Finance Manager or General Manager Finance within the scope of the role.

Workplace Health and Safety

Understanding the importance of creating a safe working environment and encouraging responsibility for health and safety among employees. Key elements include:

- Identifying potential hazards and removing the hazard or raising this as a concern.
- Making suggestions for the improvement of safety and wellbeing in the workplace.
- Assessing risks associated with tasks and equipment.
- Fulfilling safety roles, such as Fire Warden, First Aid Officer, or Health and Safety Representative if nominated.
- Encouraging employee involvement in decision making about safety matters.
- Adhering to policies and procedures based on industry best practices.
- Promoting a culture of safety through awareness.

Teamwork, Culture & Values

Encourage open communication, mutual respect, and a shared commitment that contributes to employee satisfaction, engagement, and the overall success of the organisation.

Key elements include:

- Ensuring clear communication.
- Building mutual trust through respect, openness, and transparency.
- Working collaboratively on shared responsibilities.
- Working to maintain a supportive environment that encourages staff ideas and feedback.
- Role modelling reinforcing ADEC's values to create a positive and inclusive office culture.

Quality & Risk Management

Consistently deliver high quality service that satisfies both internal and external stakeholders.

This involves:

- Implementation of, and adherence to, quality policies and processes.

- Contributing to continuous improvement through ideas and initiatives.
- Complying with industry specific standards and regulatory requirements.
- Actively listening to customers and other team members and creatively solving improvement issues.
- Being aware of, identifying, and reporting potential risks that could affect the organisation's operations and goals.

Key Selection Criteria

Essential

- Diploma in Accounting, Finance, or related field.
- Minimum of 2–3 years' experience in accounting or bookkeeping roles, preferably within a not-for-profit, community, or social-services organisation.
- Solid understanding of double-entry accounting, reconciliations, journal processing, and accounts payable/receivable functions. Experience preparing supporting schedules and maintaining accurate ledgers.
- Demonstrated experience using Xero or similar cloud-based accounting systems. Familiarity with finance or client-management platforms such as Sandwai CMS and MYP / HICAPS is desirable.
- Intermediate-level Microsoft Excel skills, including formulas, pivot tables, and report formatting to support financial reporting and reconciliations.
- Demonstrated attention to detail and accuracy in processing financial transactions and maintaining reliable accounting records.
- Strong organisational skills with the ability to prioritise tasks, meet deadlines, and manage competing responsibilities effectively.
- Demonstrated ability to work collaboratively within a finance team and provide courteous, professional support to internal and external stakeholders.
- Professional verbal and written communication skills, with the ability to respond to enquiries and convey financial information appropriately to non-finance staff.
- Commitment to ADEC's mission and values, ethical standards, confidentiality, and continuous improvement in financial and administrative practices.

Mandatory Requirements

- Must have clear NDIS Worker Screening Check
- Must have clear National Police Check
- Must have valid Working With Children Check
- Must hold a current Victorian Driver's License
- Must have evidence of right to work in Australia.

ADEC is an inclusive employer and values the contribution of people with disabilities to our workplace.