

# Position Description

<b>Position Title:</b>	Finance Officer
<b>Classification:</b>	Disability Enterprise Employee Level 3
<b>Industrial Instrument</b>	<i>Kyeema Support Services Inc Enterprise Agreement 2023 (as amended)</i>
<b>Division:</b>	Finance
<b>Reports To:</b>	Corporate Services Manager
<b>Direct Reports</b>	Nil

*Kyeema welcomes and encourages applications from people with disability, Aboriginal and Torres Strait Islander peoples, and people with diverse cultural and linguistic backgrounds.*

## About the Organisation

Kyeema Support Services Inc (Kyeema) is a registered NDIS provider committed to delivering high-quality, person-centred services that focuses on supporting and empowering individuals to make choices to enrich their lives.

We value inclusion, respect, and integrity, and strive to create a supportive and professional environment for our staff and participants.

## Position Purpose

The Finance Officer supports the organisation's financial operations by performing payroll processing, accounts administration, invoicing, reconciliations, and data management. The role ensures accurate, timely, and compliant financial transactions across multiple funding streams and service types. Working under general direction, the Finance Officer applies well-developed administrative and finance skills, exercises judgement within established procedures, and contributes to efficient financial workflows.

## Key Responsibilities

### Payroll & Employee Entitlements

- Process payroll in accordance with legislative and Award requirements.
- Calculate and submit PAYG withholding, superannuation, and salary sacrifice contributions.
- Maintain employee payroll records and ensure accuracy of timesheets and entitlements.
- Assist with onboarding/offboarding payroll documentation.

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## **Data Entry & Reporting**

- Prepare and submit required Centrelink financial reports.
- Maintain accurate records to support compliance with government reporting obligations.
- Enter financial data accurately into accounting and CMS systems.
- Maintain data integrity and ensure compliance with audit requirements.

## **Accounts Payable**

- Process supplier invoices, credit notes, and reimbursements.
- Maintain supplier records and ensure timely payments.
- Reconcile statements and resolve discrepancies with vendors.

## **Accounts Receivable**

- Generate and issue invoices across multiple funding streams.
- Monitor outstanding accounts and follow up overdue payments.
- Maintain debtor records and support cashflow accuracy.

## **Invoicing Across Funding Types**

- Prepare and issue invoices including:
  - **NDIS, TAC, Fee for Service, Room Hire, Travel, DFFH**
- Ensure compliance with funding rules, pricing arrangements, and service agreements.

## **Administration**

- Manage incoming and outgoing financial correspondence.
- Respond to internal and external finance queries.
- Maintain organised digital and physical filing systems.
- Update and maintain the Client Management System (CMS) with information relevant to the role.
- Support staff with CMS finance-related queries.
- Ensure alignment between CMS data and accounting records.

## **End of Month Processing**

- Assist with month-end journals, accruals, and reconciliations.
- Prepare supporting documentation for financial reporting.
- Contribute to variance analysis and data accuracy.

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## Key Selection Criteria

### Essential:

- Ability to operate under general direction with a high degree of independence, and as a collaborative member of a team, demonstrating initiative, sound judgement and accountability.
- Well-developed administrative and financial processing skills including Microsoft Office suite.
- Ability to interpret and apply established procedures, guidelines, and funding rules.
- Demonstrated experience in Finance Administration or similar roles.
- Demonstrated problem-solving skills.
- Strong attention to detail and accuracy.
- Exceptional written, verbal and interpersonal skills with demonstrated ability to communicate effectively with internal and external stakeholders.
- Ability to maintain confidentiality and handle sensitive financial information.
- Willing and eligible to obtain NDIS Worker Screening Check, Working With Children Check and other background checks as necessary.

### Desirable:

- Formal qualification in Certificate III or IV in Business Administration, Accounting, or equivalent experience (desirable).
  - Experience in payroll, accounts payable/receivable, or finance administration.
  - Proficiency in accounting program Xero.
  - Knowledge of NDIS, TAC, DFFH, or similar funding environments (desirable).
  - Experience with accounting software and CMS platforms.
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## Key Performance Indicators (KPIs)

Area	KPI
<b>Payroll (PAYG, Super, Salary Sacrifice)</b>	Payroll processed accurately and submitted on time for 100% of pay cycles.
<b>Reporting</b>	All reports submitted by required deadlines with 98% accuracy.
<b>Accounts Payable</b>	Supplier invoices processed in line with organisational Policy & Procedure.

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<b>Accounts Receivable</b>	Invoices issued within organisational Policy & Procedure.
<b>Bank Reconciliation</b>	Bank and credit card reconciliations completed within 5 business days of month-end.
<b>Banking &amp; Cash Handling</b>	Daily banking and petty cash reconciled with zero unexplained variances.
<b>Invoicing (NDIS, TAC, FFS, Room Hire, Travel, DFFH)</b>	Invoices issued with less than 2% error rate across all funding streams.
<b>End of Month Processing</b>	Month-end tasks completed by the finance team deadline with all supporting documents provided
<b>Data Entry</b>	Financial data entered with 98% accuracy across systems

## Workplace Health & Safety Responsibilities

- Comply with WHS legislation and company policies
- Report any hazards, incidents, or injuries promptly
- Promote a safe, inclusive, and respectful workplace

## Values Alignment

Candidates must demonstrate a commitment to the values and mission of the organisation and the principles of the NDIS, including participant choice and control, inclusion, and respect for human rights.

## Employee Acknowledgment

This position description is intended to provide an overview of the responsibilities and duties of the role and does not represent an exhaustive list of all tasks the incumbent may be required to undertake. Duties may be varied from time to time in line with the needs of the organisation, provided they are within the employee's skill level, competence, and classification under the relevant industrial instrument. The incumbent may also be required to perform other duties as directed, consistent with their qualifications and experience.

Employee Name:	
Employee Signature:	



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Date:	
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**Office use only:**

Date of Reviewed:	March 2026
Reviewed by (insert position):	CSM Manager