

Position Description

Position	Financial Accountant
Employer	Blue Sky Community Services
Reports to	Manager: Strategy and Business Performance
Responsible to	Chief Executive Officer
Organisational Team	Finance
Positional Context	<p>Blue Sky Community Services is a registered charity with the ACNC providing a range of programs and services to achieve the organisations vision 'We believe that everyone has the right to be valued, to have opportunities, and to belong'.</p> <p>Blue Sky Community Services provides services supporting Young People and Families, People with Disabilities and Older Australians. Blue Sky Community Services also operates within the Early Childhood Education and Care sector via its subsidiary company, HeartCo Limited.</p> <p>The Finance Team supports the organisation by maintaining accurate financial records, ensuring compliance, and providing timely information to support decision-making. The Financial Accountant plays a vital role in ensuring financial integrity and supporting sustainable service delivery across all organisational areas, including NDIS Plan Management.</p>
Position Overview	<p>The Financial Accountant is a key member of the Finance Team, responsible for delivering accurate financial reporting, maintaining strong internal financial controls, ensuring regulatory compliance, and providing financial insight across the organisation.</p> <p>This position supports all organisational financial activities, including:</p> <ul style="list-style-type: none"> - monthly and annual financial statements - general ledger maintenance and reconciliations - payroll and accounts payable support - audit preparation and liaison - compliance with tax, regulatory, and sector obligations - budgeting, forecasting, financial modelling, and strategic analysis. - grant acquittals, funding reports, and program financial support.

	<p>The Financial Accountant also supports NDIS Plan Management financial processes, compliance, and reporting, including:</p> <ul style="list-style-type: none"> - accurate and timely processing of NDIS provider invoices in accordance with NDIS Pricing Arrangements and Program Rules - verifying invoice details, ensuring service alignment, and confirming available participant budget - submitting and reconciling claims.
Qualifications and Experience	<ul style="list-style-type: none"> - Tertiary qualifications in Accounting or Finance - Membership with CA/CPA/IPA required - Experience in financial accounting, ideally within a non-profit environment - Experience with NDIS Plan Management, government funded programs, or fee-for-service financial models (preferable) - Strong analytical, problem-solving and organisational skills - Ability to work independently while contributing to a collaborative team environment - Experience with accounting systems (e.g., Xero) and NDIS/CRM systems (e.g., MYP, Careview, or equivalent)
Key Organisational Experience	<ul style="list-style-type: none"> - Organisational Alignment - Professionalism - Effective Communication - Relationship Management - Continual Improvement and Development - Knowledge and Practice
Positional Competencies	<ul style="list-style-type: none"> - Analytical Skills - Financial Acumen - Results Orientation - Collaborative Mindset - Innovation and Creativity

Blue Sky Community Services places high value on creating a workplace where everyone belongs and is valued. We are committed to social inclusion and acknowledge and value diversity. We believe that the makeup of our workplace should reflect the diversity of the communities we work within. We therefore strongly encourage people from diverse backgrounds and cultures, and people who have lived experience of disability, to work with us.

Organisational Competencies

Organisational Alignment

Values and Culture Alignment	Demonstrates behaviour, attitudes and practice that are in strong alignment with the organisation's vision, values and code of conduct.
Compliance	Complies with organisational policies, procedures, delegations of authority and systems.

Professionalism

Professional Standards and accountability	Demonstrates professional behaviour, standards and accountability.
Professional Obligations	Demonstrates a sound understanding of, and complies with, professional obligations and duty of care, including complying with privacy obligations.

Effective Working Skills

Record Keeping and Reporting	Complies with positional record keeping, documentation and reporting obligations to required timeframes.
Time and Resource Management	Demonstrates very good organisational, prioritisation, time and resource management skills.
Technology	Demonstrates confidence and competence in using the technology required in the role.

Safety and Risk Management

Work Health and Safety Compliance	Consistently complies with work, health and safety and risk management obligations, instructions, policies and procedures and systems.
Workplace Safety	Demonstrates a zero tolerance of bullying, harassment and discrimination.
Child Safety	Adheres to Child Safe Standards, practices and National Child Safe Principles.

Effective Communication

Communication	Demonstrates very effective communication skills.
Emotional Management	Demonstrates very good emotional intelligence and emotional regulation.

Relationship Management

Internal Relationship Management	Demonstrates very good relational, interpersonal and team work skills.
External Relationship Management	Builds and maintains strong, positive and beneficial stakeholder relationships.
Participant Relationship Management	Establishes and maintains effective and professional working relationships and boundaries with participants.
Customer Service	Demonstrates excellent customer service.

Continual Improvement and Development

Continual Learning and Development	Demonstrates continuous learning and development.
Continuous Quality Improvement	Demonstrates continuous quality improvement.
Feedback and Complaints	Demonstrates effective complaints and feedback handling.
Service Evaluation	Actively contributes to organisational and service evaluation and feedback processes.
Change Adaption	Keeps abreast of changes, and proactively and positively adapts to change.

Knowledge and Practice

Evidence-based Knowledge and Practice	Demonstrates sound working knowledge of underpinning knowledge and practice of service being delivered.
Inclusive Knowledge and Practice	Demonstrates a strong commitment to human rights. Fosters inclusion. Demonstrates cultural competence.
Outcome and Output Achievement	Achieves or exceeds positional outcomes and outputs and key performance indicators to required timeframes.

Positional Competencies

Analytical Skills	<ul style="list-style-type: none">- Evaluates financial and operational data to identify risks, trends, and opportunities.- Applies data-driven insights to strengthen organisational performance.
Financial Acumen	<ul style="list-style-type: none">- Demonstrates a strong understanding of not-for-profit financial management and compliance.- Delivers high accuracy in financial modelling, budgeting, and reporting.- Maintains vigilance in identifying inconsistencies or anomalies.
Results Orientation	<ul style="list-style-type: none">- Consistently delivers high-quality results within required timeframes.- Demonstrates accountability to organisational and financial objectives
Collaborative Mindset	<ul style="list-style-type: none">- Builds trust and effective partnerships with managers, teams, and external stakeholders.- Supports financial literacy and capability-building across programs
Innovation and Creativity	<ul style="list-style-type: none">- Seeks opportunities to improve systems, processes, and financial efficiency.- Embraces new technologies and ways of working
Regulatory and Sector Knowledge	<ul style="list-style-type: none">- Demonstrates strong understanding of NDIS requirements, pricing, and financial compliance.- Maintains current knowledge of changes affecting human services funding or Plan Management.