

Information Package: Financial Accountant

We are seeking to employ a professional and values-aligned person to join our supportive and friendly team in ensuring financial integrity and supporting sustainable service delivery across all organisational areas, including NDIS Plan Management. A part-time position (25 hours per week over 5 days of the week) is available working within our geographical service area; hybrid working arrangements will be considered.

Closing Date

Applications must be received **before midday** on **Monday, 16th February 2026**.

Who are we looking for?

Successful applicants for this position will be people who:

- are friendly, kind and positive people, with a can-do attitude
- not only want to meet expectations, but want to exceed them
- are highly organised, efficient and effective
- are passionate about efficient, accurate administration and procedural compliance.

About Blue Sky Community Services

Blue Sky Community Services is a not-for-profit, values-based community organisation. Our vision is to support people to thrive and to create communities where everyone belongs. Since 1975 we have been working in partnership with people and communities to achieve positive outcomes. We deliver a range of services that assist the people and communities we work with to thrive.

Our work environment is supportive and flexible, and our culture is positive and values based. We have organisational values that are lived workplace practices. At Blue Sky Community Services, we value optimism and innovation, integrity and respect, inclusion and diversity, and, connection and kindness.

We offer salary packaging and invest in our staff's continuous learning and professional development journey.

We believe that the make-up 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 apply to work with us.

You can find out more about us and our work at our website at www.bluesky.org.au and by visiting our Facebook page.

Positional Criteria

The Finance Team supports the organisation by maintaining accurate financial records, ensuring compliance, and providing timely information to support decision making. 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.

Essential Qualifications and experience required:

- Tertiary qualifications in Accounting and Finance
- Membership with CA/CPA/IPA
- Experience in financial accounting, ideally within a non-profit environment
- Experience with NDIS Plan Management (preferred)
- 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)

The position supports all organisational financial activities, including:

- 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.

The Financial Accountant also supports NDIS Plan Management financial processes, compliance, and reporting, including:

- 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

How to Apply

To apply for this position, applicants must:

- complete the application form (downloadable from our website); applications that are received without a completed application form will not be considered
- email the completed application form and a current resume to recruitment@bluesky.org.au.

In responding to the criteria, applicants need to demonstrate how they fulfil the criteria of the position. Please note that applications that are received after the closing time will not be considered.

We want you to bring your best self to this application process. At Blue Sky we are committed to supporting adjustments throughout the recruitment and selection process to ensure candidates can participate in the application, interview and assessment phases of the recruitment process. If you feel you may require an adjustment during the recruitment process, please contact our Inclusive Communities Manager on melaniejacobs@bluesky.org.au or (02) 66 511788 to discuss.

Our Recruitment Process

Stage One: Application Assessment Stage

- All applications are assessed against the criteria.
- Applications that are not complete, or that do not satisfactorily address the criteria, will not be considered for interview.
- Shortlisted applicants will be asked to proceed to the interview stage of the recruitment process.
- Applicants who are not selected to progress to the interview stage will be advised by email.

Stage Two: Interview Stage

- Applicants who are selected to progress to the interview stage will be contacted to arrange an interview date, time and location.
- At the interview, applicants will be asked questions to determine whether they are able to perform to a high standard within the role and to determine whether they are a good fit for the position, the organisation and our values.

Stage Three: Further Information Gathering Stage

- Following the interview, applicants may be asked to complete online psychometric testing to further determine suitability for the position.
- Following the interview, the organisation may contact the applicant's referees to further determine suitability for the position.
- Applicants may also be requested to attend a second interview.

Stage Four: Employment Stage

- Successful applicants will be contacted by the organisation to discuss employment possibilities.
- Unsuccessful applicants will be advised via email.
- Unfortunately, due to the volume of people who apply for our positions and want to work with us, we are unable to provide individual feedback to our applicants.