

Position Description

Position Title:	NDIS Finance Officer
Classification:	Stream C - Specialists, Band 1

Purpose of the Role

The NDIS Finance Officer is responsible for NDIS billing and debtor support, ensuring that all financial processes relating to NDIS service delivery are accurate and timely.

Key Relationships

The position reports to the Senior Accountant. The role works closely with the Finance team and has close relationships with the NDIS operational portfolios.

Position Responsibilities

Responsibilities for this position include, but are not limited to:

- Processing and maintenance of accounts receivable including Lumary exports, PRODA uploads and sending out invoices
- Prepare general ledger account reconciliation.
- Follow up on all overdue invoices according to the Marathon Health finance debtor procedure.
 - In collaboration with the NDIS Business Support Team, problem solve and follow up errors in billing including agency errors from PRODA reports and errors in Lumary
- Uphold a high level of customer service for all NDIS finance related enquiries, collaborating with the NDIS program staff as required.
 - Develop a thorough understanding of systems including Lumary and MYOB to support NDIS financial processes
- Maintain accurate records, data and files in accordance with privacy law, contract and legislative requirements.
- Document financial policies and procedures.
- Contribute to quality improvement activities.

Other Duties

- Demonstrate and uphold our values at all times.
- Comply with the Work Health and Safety policies and procedures at all times.
- Undertake continuing professional development as required to ensure job skills remain current.
- Attend/participate in out-of-hours meetings and functions as required.
- Participate in staff activities and processes.
- Identify and participate in continuous quality improvement opportunities.
- Actively participate in annual performance planning and review activities.
- Maintain a working knowledge of all equipment used in the office.
- Other duties as directed from time to time.

Our Values

T 1300 402 585

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marathonhealth.com.au

Staff are expected to demonstrate our **ICARE** values:

- I**ntegrity & Trust
- C**ollaboration & Innovation
- A**chievement & Excellence
- R**espect & Empowerment
- E**mpathy & Understanding

Special Job Requirements

1. National Police Check with a satisfactory outcome and Working With Children Check clearance for paid work
2. NDIS Worker Screening check, qualifications and professional registration as applicable to this role
3. Eligibility to work in Australia
4. Valid Australian Drivers Licence

Note:

This position description is not a duty statement; it is only intended to provide an outline of the key responsibilities of the position. Employees are expected to carry out any duties, within the scope of their ability, that are necessary to fulfil the position objectives.

It is expected that this position description will change over time due to the nature of Marathon Health activities. A flexible attitude to change is expected of staff. Any proposed changes will be discussed with you.

I, the undersigned, agree to be employed under the terms and conditions as detailed in this position description.

Signed _____

Date _____

Print Name _____

Selection Criteria

Essential

- Experience with accounts receivable elements of accounting/finance function
 - Demonstrated skills with accounting /finance software systems and strong ability to adapt to new software capabilities
 - Demonstrated high level of communication skills, both written and spoken, including interpersonal, negotiation, collaboration and consultation.
 - Strong problem solving, time management and organisational skills
 - Ability to work as part of a team and independently to meet deadlines

Desirable

- Experience in health, not for profit or NDIS sector