

POSITION DESCRIPTION

1. POSITION DETAILS			
Position Title	Finance Officer - CSCE	Designation & Classification Level	Level 6
Position No		Division	Corporate Services and Sustainability
Business Unit	Finance	Reports To	Finance Manager
Location	Various	Date Created	June 2025
2. POSITION CONTEXT			
Position Purpose	Summary/	The Aged Care and Children's Services Finance Officer is responsible for financial management, billing, and reporting functions across both Aged Care and Children's Services (including crèche programs). The role ensures accurate and timely reconciliation of accounts, budget tracking, and compliance with funding and reporting requirements. The position provides customer-centred financial services to clients, families, and internal stakeholders while supporting sustainable program delivery.	
3. KEY RESPONSIBILITIES			
<p>Finance and Documentation</p> <ul style="list-style-type: none"> • Raise invoices based on the fees determined in customer agreements for clients. • Reconcile and manage invoice processes for Aged Care and Children's Services, including Home Care Packages and crèche fee billing. • Follow up on outstanding invoices where appropriate. • Maintain accurate records in e-tools and relevant finance systems. • Process Centrepay arrangements and deductions for Aged Care and Children's Services clients. • Prepare and process NDIS invoices and quotes as required. • Assist with preparation and submission of Quarterly Financial Reports and other mandatory program financial reports. • Complete Monthly CHSP Performance Reports by finalising tasks in e-tools and uploading data to the Data Exchange. • Track and monitor Aged Care and Children's Services budgets, including wages, training, and operational expenses. • Prepare, review, and assist with financial and budget reports for both Aged Care and Children's Services programs. • Upload financial information to Medicare and other government systems. • Help prepare project proposals, budgets, and funding submissions as required. <p>Administration & Reporting</p> <ul style="list-style-type: none"> • Ensure precise documentation and timely updates of client records • Utilize portals such as PRODA, MAC, Medicare, Centrelink, and internal systems effectively • Prepare and submit monthly reports to the Aged Care and Disability Manager & Children's Services Manager • Oversee client financial records while ensuring data integrity • Address inquiries from clients and stakeholders promptly • Assist in account reconciliation and manage financial transactions efficiently <p>Service Delivery</p> <ul style="list-style-type: none"> • Provide customer service excellence and address client financial inquiries within area of responsibility. • Act in a professional manner when dealing with internal and external clients. • Assist clients, residents, families, and Council staff with financial matters related to Aged Care and Children's Services. • Collaborate with Council departments, health services, and care facilities 			

Organisational Sustainability

- Ensure the policies and procedures of Roper Gulf Regional Council are adhered to and all resources effectively deployed.
- High level of contact with Coordinators and other Council staff members and suppliers and other work areas within the organisation.
- Maintain the confidentiality of Council information and that of the users of the office.

Quality and Continuous Improvement

- Support the Programs team in identifying and developing financial processes to enhance efficiency
- Engage actively in safety protocols related to direct care responsibilities
- Participate in continuous improvement initiatives by participating in staff meetings, planning sessions, and feedback processes
- Take part in training programs and seminars to further enhance professional development and performance

Work Health and Safety (WHS)

All Council staff have a duty of care and a legal obligation to ensure that they:

- Undertake work in a manner that is not harmful to their health and safety or the health and safety of others.
- Proactively identify and address potential risk to ensure the safety, so far as is reasonably practicable, of service users, staff, volunteers, stakeholders and the organisation in accordance with legislated responsibilities and Council's Quality and Risk Management System
- Comply with the Council's WHS Management System requirements particularly manual handling, infection control, emergency, food safety and personal protective equipment requirements.
- Attend and actively participate in WHS and other mandatory training.
- Monitor workplace conditions and report:
 - Ideas which may improve health and safety.
 - Any work related or personal injury or illness (where it may affect their ability to work safely)
 - Any work-related incident they witness, including bullying and harassment.
 - Hazards and incidents including any malfunction or inadequacies of equipment.
 - Correct minor hazards as applicable.

4. SELECTION CRITERIA

ESSENTIAL

1. Suitable qualifications or experience in Finance Related fields.
2. Previous experience in financial management within GED Care and/or Children's Services
3. An awareness of Indigenous and First Nations cultural customs, practices and issues in remote locations and the ability to provide effective service delivery coordination in a cross-cultural environment
4. Demonstrated interpersonal, written and oral communication skills
5. Knowledge and understanding of Aged Care and Children's Services funding models
6. Knowledge, understanding and experience working with vulnerable people, such as aged care, disabled people, childcare or similar
7. Demonstrated proficiency in using a wide range of IT applications, including Microsoft Office suite
8. Able to meet the inherent requirements of the position both physically and mentally

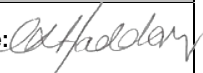
DESIRABLE

1. Previous experience in a Local Government environment
2. Previous experience in an NDIS environment
3. Provide current First Aid Certificate and/or willingness to participate in relevant training

MANDATORY REQUIREMENTS

1. Be an Australian Resident or provide the current, relevant Visa to work within Australia (Please note that RGRC do not currently undertake sponsorship)
2. Current Criminal History Check (issued within three (3) months) or undertake Criminal History Check prior to commencement of employment and renew as required throughout period of employment, or as per the Criminal History Check Policy
3. Current Working with Children Clearance (OCHRE Card) required at the commencement of employment or a current receipt of an application for an exemption to be approved by SAFE NT.
4. Current NDIS screening Check (or willingness to obtain).
5. NDIS Worker orientation Module (or willingness to complete).
6. Ability, or proven ability, to meet KPIs.
7. Able to meet inherent requirements of the position both physically and mentally.

5. ACKNOWLEDGEMENT

GENERAL MANAGER	Cindy Haddow	Date Approved: 18 Nov 2025	Signature: 
Employee Name		Date:	Signature: