



Position Description

Position Title	Accounts Officer
Reports To	Manager Finance
Employment Status/ Hours	Permanent Full Time; 35 hours per week (Subject to ongoing funding)
Modern Award Level Classification	Social Community Home Care and Disability Services Award 2010 (SCHCADS) Level 2
Location	As determined between employee and Manager; location may vary across Belong sites at Blaxland, Lawson and Katoomba
Directly Supervising	No direct reports
Date Prepared	23 November 2021

Position Context

Belong Blue Mountains (Belong BM) is a community-based organisation providing and maintaining a diverse range of community services, programs, projects, events and activities in response to both government funding service priorities and the identified needs within our local communities of service.

We work to create a community where people are heard, supported, respected, valued, connected and visible.

Position Purpose

Belong Blue Mountains is a provider of Plan Management services under the NDIS. There are currently just over 230 individual participants generating an average of 60 supplier invoices per day. The Accounts Officer is responsible for receiving invoices from NDIS suppliers and entering accurate and timely data into various software programs for preparation for claiming from the NDIA.



Main Duties and Responsibilities

- Follow detailed written instructions to provide administrative and data entry functions for the NDIS Plan Management and/or Finance teams as required.
- Monitor NDIS finance email address and hard copy mail for receipt of NDIS provider invoices.
- Save a copy of each invoice to the relevant plan folder in the participant's file using set naming conventions.
- Check that invoices fall under approved criteria for claiming from NDIS, e.g. within participant's budget, is an approved provider, etc.
- Enter invoice details into dedicated database and/or Client Records Management system.
- Refer incorrect or incomplete invoices to the Belong NDIS team or supplier for amendment.
- Other financial administration tasks as required or directed by the Manager Finance from time to time.

Selection Criteria

- High level computer skills (Windows, Microsoft Word, Excel, email/internet, database)
- Ability to handle high volume of data entry efficiently and with accuracy.
- Communication skills, oral and written.
- Ability to work independently, within established guidelines as well as working as part of a team.
- Ability to prioritise work tasks and apply initiative.

Conditions of Employment

- This position is covered under the Social, Community, Home Care and Disability Services (SCHCADS) Award 2020.
- Belong Blue Mountains also offers Above Award Conditions. Belong BM considers 35 hours per week to constitute a full-time position, rather than the Award's 38 hours per week.
- Belong BM provides flexible work practices for its employees.



Agreement

I accept and agree to the duties in this Position Description and I agree to abide by the terms and conditions stipulated therein. I further agree to abide by the policies and procedures of Belong Blue Mountains and its Code of Conduct.

Name (Please print):	
Signature:	Date:

Prepared by: Manager Finance
Approved by: Executive Manager Finance, Business Development and Support
Date: 24.11.2021