

Position Description

Company	Dhina Durriti Aboriginal Corporation
Position Title	Finance Officer
Reporting To	General Manager
Date Created	September 2026

Brief

The Finance Officer supports the day-to-day financial operations of Dhina Durriti Aboriginal Corporation, working closely with the General Manager and other staff delegated by the General Manager to maintain accurate financial records, process transactions and support budgeting, payroll and reporting functions. The role operates on a part-time basis and provides a key point of financial administration support across the organisation's programs and grant-funded activities.

The Finance Officer is expected to work with a high degree of accuracy and confidentiality, applying sound financial administration practices and internal controls, and building working relationships with staff, suppliers and funding bodies to support the organisation's financial compliance and reporting obligations.

Responsibilities & Duties

- Process accounts payable and accounts receivable, including entering and coding invoices, receipts and payments
- Maintain complete electronic and paper financial records, including invoices, receipts, purchase approvals and supporting documentation
- Prepare supplier payments for approval and follow up missing information or documentation with staff and suppliers
- Manage corporate card records and staff reimbursements
- Complete bank, bank card and balance sheet reconciliations and investigate discrepancies
- Support the preparation and processing of payroll, including timesheets, leave, allowances, deductions and superannuation
- Maintain payroll and employee financial records and respond to payroll-related enquiries
- Assist with BAS, PAYG, superannuation and other statutory obligations, working with external advisers where required
- Assist with annual budgets, cash-flow monitoring and budget reviews
- Prepare monthly financial reports, including budget-to-actual reports, and track income and expenditure against individual grants, contracts and programs
- Support the General Manager and program staff to understand expenditure, available balances and financial requirements

- Prepare financial acquittals and supporting schedules for funding bodies within required deadlines
- Support annual audits and financial reviews by preparing reconciliations, reports and supporting evidence, and apply the organisation's financial policies, delegations, procurement requirements and internal controls
- Identify errors, unusual transactions, overspending or compliance risks and raise them promptly with the General Manager
- Contribute to improving finance procedures, templates and record-keeping systems, and maintain confidentiality of employee, client, supplier and organisational information

Experience

- Experience in a bookkeeping, accounts or finance administration role, ideally within a not-for-profit or community services setting
- Experience processing accounts payable and receivable, bank reconciliations and payroll
- Experience assisting with budgets, grant acquittals or funding body reporting is well regarded

Qualifications & Certifications

- Certificate III or IV in Financial Services, Bookkeeping or a related field, or equivalent experience
- Proficiency in accounting and payroll software such as XERO
- Working knowledge of BAS, PAYG and superannuation obligations
- Current National Police Check
- Working with Children Check

This position description acts as a guide to the responsibilities and duties of the role and is not intended to be an exhaustive list of duties. You will be expected to perform other duties and tasks as requested by management as your role develops and/or business operations change.