



Application Information Package for the job opportunity

Finance Officer

Part-time position based in Kempsey on Dunghutti Country

Thank you for your interest in this position. This package contains the information you need to apply, including:

- Overview of Dhina Durriti Aboriginal Corporation
- About the opportunity
- Position details
- Selection criteria
- How to apply

Applications close on Tuesday 20 October 2026 at 5:00pm.

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

Welcome from the General Manager

Thank you for your interest in joining Dhina Durriti Aboriginal Corporation.

DDAC is a young and growing Aboriginal Community Controlled Organisation. We are proud of what our team has built since opening our doors in July 2024, and we remain focused on delivering culturally safe, community-led support for Aboriginal children, young people and families across the Macleay Valley.

The Finance Officer plays an important role in keeping our organisation strong and accountable. We need someone who can maintain accurate financial records, support weekly payroll and accounts processes, help us meet our funding responsibilities and communicate financial information clearly.

We are looking for someone who is organised, trustworthy and comfortable working in a busy child safe and culturally responsive community organisation. The successful applicant will understand that good financial systems help our staff deliver better outcomes for community.

We encourage you to read this pack and contact us if you have questions about the position or application process.

Jayde Kelly
General Manager
Dhina Durriti Aboriginal Corporation

About Dhina Durriti Aboriginal Corporation

Dhina Durriti Aboriginal Corporation is an Aboriginal Community Controlled Organisation based in Kempsey on Dunghutti Country. Established in May 2024, we began delivering services in July 2024.

We support Aboriginal children, young people, families and community across the Macleay Valley. Our work is culturally safe, community-led and grounded in the strengths, needs and voices of our local community.

Our team has grown with around 90 per cent of our workforce identifying as Aboriginal, including local Traditional Owners. Our staff bring cultural knowledge, strong community connections and professional experience to their roles.

DDAC is committed to being a child safe organisation. As part of our recruitment process, the successful applicant will be required to complete relevant checks, including a Working with Children Check, a National Police Check and reference checks.

Our organisation

Our programs

- Indigenous Youth Connecting to Culture: Creates opportunities for Aboriginal young people to connect with culture, community and each other.
- Marrungbuya Feel Well: Provides social and emotional wellbeing activities, yarning, referrals, community events and support during sorry business.
- Gudhurrigati: Supports family capacity building, healing, parenting and early intervention for families experiencing or at risk of domestic and family violence.
- Kempsey Transition Program: Supports Aboriginal students as they move from Year 6 into Year 7.
- Warraan: Supports young mums, young dads and high-needs students transitioning to high school.
- Learning the Macleay: An initiative auspiced by DDAC under Stronger Places, Stronger People with funding from both Federal and State Governments.

Who we work with

We work alongside Elders, families, local schools, Aboriginal organisations, government agencies, funding bodies, philanthropist and community services. We also deliver outreach and community activities across Kempsey and surrounding communities.

About the position

The Finance Officer supports accurate, timely and transparent financial administration across DDAC and its funded programs. The role works closely with the General Manager and relevant staff to maintain day-to-day finance processes and support sound financial decision-making.

Position title	Finance Officer
Location	Kempsey NSW
Employment status	Part time
Hours	20 hours per week across four days
Reports to	General Manager
Award	Social Community Home Care and Disability Services Industry Award 2010
Pay Scales	Level 4

Key responsibilities

- Process accounts payable and accounts receivable accurately and on time.
- Support weekly payroll preparation, checking and processing, including timesheets and leave information.
- Complete bank and credit card reconciliations and follow up missing supporting documents.
- Maintain accurate records in Xero and the organisation's financial filing systems.
- Prepare invoices, payment batches and routine financial reports.
- Track expenditure against program and grant budgets and raise concerns early.
- Support acquittals, audits, funding reports and end-of-month or end-of-year processes.
- Maintain confidentiality and handle financial and personal information appropriately.
- Work respectfully with staff, suppliers, partners and community members.
- Follow DDAC policies, delegations, fraud controls and approval processes.

About you

You will be a reliable and organised finance worker who can manage competing deadlines while maintaining accuracy. You will communicate clearly, use sound judgement and be comfortable asking questions or following up information when something does not look right.

Essential requirements

- A qualification in bookkeeping, accounting or a related field.

- Demonstrated experience in bookkeeping, accounts administration or a similar finance role.
- Experience using Xero.
- Experience with accounts payable, accounts receivable, bank reconciliations and payroll support.
- Strong attention to detail and ability to maintain accurate records.
- Ability to organise work, meet deadlines and manage competing priorities.
- Clear written and verbal communication skills.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Ability to work respectfully and effectively in an Aboriginal Community Controlled Organisation.

Desirable experience

- Experience working in an ACCO, community organisation or not-for-profit organisation.
- Experience supporting grant-funded programs, budget monitoring, acquittals or audits.
- Knowledge of the SCHADS Award and payroll requirements.

Personal qualities

- Honest and dependable.
- Respectful and culturally aware.
- Calm and practical when solving problems.
- Willing to work as part of a team.
- Comfortable working in a growing organisation where systems continue to develop.

Employment conditions

The successful applicant will be employed under the terms and conditions applying to the position, DDAC policies and the SCHADS Award.

What we offer

- Salary packaging options – increase your take-home pay by accessing up to \$15,900 tax-free each year.
- A culturally safe and community-focused workplace.
- Part-time hours worked across four agreed days each week.
- The opportunity to contribute to work that directly supports local Aboriginal community.
- Support and guidance from the General Manager and relevant professional advisers.
- Professional development relevant to the role and organisational needs.

Pre-employment checks

Appointment will be subject to the following checks and evidence:

- National Police Check.
- Working With Children Check.
- Evidence of relevant qualifications.
- Reference checks.

How to apply

Please provide the following documents:

- A current resume including the contact details of two referees.
- A cover letter explaining your interest in the role.
- A written response addressing the essential requirements, using examples from your experience.

Application steps

1. Email your application to office@dhinadurriti.org.au
2. Use the subject line Finance Officer Application Your Name.
3. Submit your application by 5:00pm on Friday 9 October 2026.

Questions about the role

Contact: Jayde Kelly - General Manager

Phone: 02 6533 1051

Email: jayde.k@dhinadurriti.org.au

Proposed recruitment timeline

Stage	Date
Applications close	5:00pm on Tuesday 20 October 2026
Shortlisting	Friday 23 October 2026
Interviews	From Friday 30 October 2026
Preferred commencement	Negotiable

Preparing your application

Your application should give the selection panel enough information to understand your experience and how you would approach the role. Short, clear examples are more useful than general statements.

Responding to the requirements

For each requirement, briefly explain the situation, what you were responsible for, what you did and the result. You can draw on paid work, volunteering, training or other relevant experience.

Example structure

- Situation: Briefly explain the workplace or task.
- Responsibility: Describe what you needed to achieve.
- Action: Explain what you personally did.
- Result: Describe the outcome and what you learned.

Interview process

Shortlisted applicants will be contacted about the interview arrangements. Please let the contact person know if you require a reasonable adjustment to participate in the recruitment process.

Privacy

Information provided during recruitment will be used to assess applications, complete appropriate checks and manage the recruitment process. Application information will be handled in line with DDAC's privacy and recordkeeping requirements.