

Assistant Financial Accountant Role Description

Team	Finance Team
Location	Logan Central
Classification Level	4-5
Reports to	Senior Financial Accountant

Your Story. Our Commitment.

At YFS, our teams show up every day, listening deeply and responding with care. People feel seen, heard, and genuinely supported because our staff bring unwavering commitment, walking alongside them to honour their stories and help shape their futures.

Our Values



Excellence – We don't just deliver services – we create meaningful impact



Integrity – We act with honesty, transparency and respect



Optimism – We see possibility where others see barriers



Steadfastness – We walk alongside our communities with determination, grit, and care



Courage – We challenge systems, policies, and practices that create inequity

YFS has a long history of working with and empowering First Nations peoples.

The YFS Cultural Framework sets out our continuing commitment and the actions we will take as a community member, a service provider and an employer to back First Nations peoples to achieve their aspirations and thrive.

YFS is committed to promoting a unified, harmonious, safe and inclusive community. We recognise that all types of diversities deepen and enrich our community and provide an invaluable asset for our future.

We pride ourselves on ensuring our services and work environments are safe, inclusive, welcoming and accessible for all, regardless of ethnicity, gender, gender identity and expression, sexual orientation, disability, or religion.

Primary Purpose

The Assistant Financial Accountant is responsible for ensuring the accuracy, timeliness, and integrity of financial transactions and reporting across the organisation. The role supports budget management and forecasting processes through the review of financial results, identification of variances, and maintenance of accurate financial data, while contributing to strong internal controls, compliance, and continuous improvement across finance operations.

Key accountabilities

Service delivery

- Support the Finance Manager in the preparation, maintenance and updating of program and organisational budgets, including entering approved budget adjustments into the financial system.
- Assist with regular forecast updates by reviewing actual results, identifying variances against budget and forecast, and supporting timely reforecast submissions.
- Review program-level profit and loss reports to identify anomalies, emerging risks or underspends, and escalate matters to the Finance Manager where required.
- Assist in the preparation of financial information to support managers in understanding budget performance, funding utilisation and cost drivers.
- Maintain accurate, timely, and complete data entry across a range of financial functions including accounts receivable, accounts payable and bank transactions.
- Apply strong attention to detail when coding financial transactions, ensuring alignment with correct program codes, job codes, and funding sources, in accordance with the approved budget.
- Manage the process of incoming receipts (e.g. grant funding, customer payments, donations) in a timely manner; issue tax invoices and donation receipts as required.
- Review and process journals, reconciliations and payment transactions within approved delegations, ensuring accuracy, completeness and compliance with internal controls.
- Act as a point of escalation for routine finance processing issues, supporting less experienced finance staff to resolve discrepancies and improve accuracy.
- Provide backup support across finance functions (e.g. payables, receivables, bank allocations) as required to ensure continuity during peak periods or staff absences.
- Contribute to maintaining strong internal control by performing secondary reviews across finance process and supporting continuous improvement to ensure accuracy, timeliness, compliance, and team efficiency.
- Support the Finance Manager and Senior Financial Accountant, particularly during the peak period, by providing required documents in timely manner.

External relationships

- Build and foster collaborative partnerships with other agencies and stakeholders to provide and maintain effective, accountable services for clients, and report on developments.
- Build a network of contacts in other relevant organisations and ensure YFS's image and reputation is maintained.

Leadership and values

- Apply YFS values, ethics, policies and procedures across all work practices. Contribute to the resolution of work-related matters by being honest, approachable and responsive.

Teamwork and collaboration

- Contribute to developing a cohesive team by participating in meetings, scheduled activities and team processes. Share information, communicate and present ideas in team meetings.
- Work with other team members to implement new and/or adapt existing work methods to improve service delivery. Identify and respond to changing needs of clients and/or YFS.

Professional accountability

- Use YFS and partner information and resources accountably.
- Undertake work in accordance with team standards and YFS policies, protocols, and procedures, including workplace health and safety, risk management, and relevant legislative requirements.
- Work within the standards and principles of safeguarding children and vulnerable adults. YFS Ltd. has a zero tolerance of physical and sexual abuse, including grooming behaviours, and all allegations and safety concerns will be treated very seriously and consistently as per our Safeguarding Framework, policies, procedures and legal duties.

Problem solving and decision making

- Identify and resolve problems and contribute to improving working processes and procedures to improve service delivery to clients.

Administration

- Enter data, maintain records and complete documents in line with YFS document management and record keeping procedures.

Cultural respect

- Acknowledge the history and ongoing impacts that Aboriginal and Torres Strait Islander people experience.
- Deliver services that are person and community centred for Aboriginal and Torres Strait Islanders and people from diverse cultural backgrounds.

Relevant skills, knowledge and experience

Experience and qualifications

- Relevant tertiary qualifications (Degree in relevant discipline) and/or experience are essential.

Knowledge and experience specific to the role

- Demonstrated ability to identify and resolve numerical discrepancies quickly and accurately, applying advanced attention to detail and sound judgment.
- Extensive experience using Financial Management Information Systems (FMIS) and advanced proficiency in Microsoft Excel, including complex formulas, data analysis, and reporting.
- Strong written communication skills to prepare clear, accurate correspondence and develop concise financial reports for internal stakeholders.
- Proven organisational skills to manage high-volume workloads, prioritise effectively, and meet deadlines without close supervision.
- Commitment to continuous improvement, proactively identifying opportunities to enhance processes and efficiency.
- Consistent reliability and accountability in delivering high-quality work within agreed timeframes.
- Refer to the level 4-5 competencies in the Social, Community, Home Care and Disability Services Industry Award.

Other role requirements

- Current Queensland C Class driver licence.
- Current Positive Notice Blue Card.
- Current National Police Check.

Additional information

An employee may be directed to carry out such duties as are within the limits of the employee's skill, competence and training. All employees are required to observe YFS' policies and procedures. Employment in the position will be subject to an annual performance plan and review, with initial appointment subject to a probationary period of five months.