# QDN logo with the strapline 'Nothing about us without us'

Queenslanders with Disability Network Ltd (QDN)

Position Description

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| Position Title | Finance Officer |
| Work Type | Permanent - Part Time (3 Days per week). Monday, Tuesday & Thursday.  |
| Classification | Social, Community, Home Care and Disability Services Industry Award 2010 – Social and Community Services Employee, Level 6.1 |
| Total Remuneration | $106,390 per year (pro rata where applicable), plus 11.5% Superannuation, 17.5% leave loading and the option to salary sacrifice up to $15,900 to increase your take home pay  |
| Location | Office Based Role at 338 Turbot Street, Spring Hill. |

# About QDN

QDN is in its 20th year of making a difference to the lives of people with disability. We are a human right based, membership representative body of over 2500 people with a disability and their supporters. Our vision is that people with disability are active and valued citizens of Queensland. Our mission is to empower people with disability to be fully included as citizens in the social and economic life of the community. Our motto is *‘Nothing about us, Without us’*

QDN’s work is centred around a strong state-wide network of people with disability across Queensland, to inform, connect, lead, and influence change to deliver an inclusive Queensland community.

# About the role?

The Finance Officer reports to the Finance and Corporate Service Manager.

This position works as part of a team where interdependencies and collaboration with col­leagues, QDN members and internal and external stakeholders is critical to the successful delivery of projects, services and activities.

This position’s primary purpose is to ensure QDN’s finance functions including accounts payable, accounts receivable, month end accounting procedures, payroll processing and projects acquittal reports are managed effectively.

# What will you bring to the role?

* Ability to work independently and as part of a team, exercising appropriate initiative and judgement to solve problems and seek guidance where appropriate.
* Tertiary qualifications in accounting and / or demonstrated accounting and finance and payroll skills.
* Experience working with Microsoft 365 and other software applications.
* The ability to comply with relevant State and Commonwealth legislation and frameworks including Work Health and Safety requirements, QDN’s quality management system as required under ISO 9001, NDIS Quality and Safeguards and Queensland Human Rights Act.
* A demonstrate commitment to innovation and finding opportunity and implementing improvement and change.
* We deeply value lived experience. People with disability, or family connections of people with disability are strongly encouraged to apply.

# What will you do in the role?

1. Prepare month end accounting procedures - including accounting reconciliations, investments analysis, depreciation, leave provisions, accruals, and funds reconciliation.
2. Preparation of the monthly management reports, at the direction of the Finance and Corporate Services Manager, to ensure sound financial governance, including analyzing variances and proactively initiating corrective actions.
3. Manage the financial management of contractual obligations and funds reporting with QDN’s diverse funding entities.
4. Supervise accounts processing by Accounts Officer providing expert advice and assist as required.
5. Assist the Finance and Corporate Services Manager in the financial planning and coordination of the budget and forecasting.
6. Work with the Finance and Corporate Services Manager, CEO and QDN Leadership Team, providing advice on financial processes, budgets and expenditure.
7. Maintain the MYOB accounting system and ensure all employee, customer and supplier details are accurate and up to date.
8. Assist with new staff on boarding and orientation.
9. Process fortnightly payroll
10. Maintain QDN asset register.
11. Assist the Finance and Corporate Services Manager with corporate services functions including governance, IT, Human Resources, quality and administrative support.
12. Coordinate the organisational approach and implementation of QDN’s financial papers and electronic records and documents in accordance with the organisation’s procedures and ensure compliance with all relevant national and state legislation.
13. Assist in managing QDN’s financial compliance with relevant State and Commonwealth legislation and frameworks including QDN’s Quality Management System, NDIS Quality and Safeguards and Queensland Human Rights Act
14. Assist with the continuous improvement of the organisation’s financial corporate services processes.
15. Participate actively in QDN specific team meetings and other internal processes.
16. Promote a positive and flexible team spirit within the organisation and,
17. Undertake other duties and projects as directed by the Finance and Corporate Services Manager and the CEO.

# What can you expect from working at QDN?

QDN has a rich history as a unique and diverse disability membership organisation. Every day you’ll have the opportunity to learn from and work alongside our amazing members, learning from their lived experience and working towards improving inclusion in their lives.

We are a small, supportive, and friendly team with strong human rights values, never afraid to advocate for change and stand up for things that are not right for people with disability.

Key Relationships

Under the supervision and direction of the Finance and Corporate Service Manager, this position works as part of a team where interdependencies and collaboration with col­leagues, QDN members and internal and external stakeholders are critical to the successful delivery of projects, services, and activities. This position supervises the work and workflow of the Accounts Officer.

Key Job Requirements

Relevant business tertiary qualifications (or demonstrated equivalent experience).

Some screening and/or licences are required to fulfil the role as per the list below:

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| Positive Exemption Notice (Yellow Card) | Essential |
| Police Check | Essential  |
| Drivers Licence | Desired |
| Experience using MYOB | Desired |

*\*As per latest definitions by the Australian Technical Advisory Group on Immunization (ATAGI), or who have a medical exemption based on ATAGI guidelines*