



# Finance & SDA Officer



**Reports to:** Financial Controller

## Access 2 Place

Access 2 Place (A2P) is a not-for-profit provider of housing for people with high needs disability. A2P is a Tier 2 community housing provider and is registered to provide Specialist Disability Accommodation under the NDIS. A2P has a tenant focused approach to our operations. We are informed by the needs of our tenants and aim to deliver housing and tenancy services which meet their individual needs.

A2P operates across the State of South Australia, including metropolitan Adelaide, Kangaroo Island, Port Pirie, Millicent, Mount Gambier and Murray Bridge.

## Vision

Appropriate specialised housing solutions are available to all people living with disability so that they have the freedom and opportunity to live their lives with independence, choice and control.

## Mission

To provide innovative, secure, choice-based, affordable housing options and sustainable tenancy management for people living with disability.

## Values

### Integrity

We do the right thing, even when no one is looking.

### Evolving

We are agile, we adapt, we lead.

### Equity

We recognised that not everyone has the same advantage in life.

### Choice

A person's choice is as individual as they are.

### Resilience

We are here to stay.

### Persistence

We ask the difficult questions & we don't shy away from a challenge.

## **The Role**

The Finance and SDA Officer will proactively support Access 2 Place's finance and SDA administration tasks, to deliver effective records management, timely processing of claims and broader financial duties, that ensure the finance team deliver on their objectives within appropriate timeframes.

## **Key Role Outcomes**

- Key stakeholder queries are managed promptly and professionally.
- Effective record management processes that ensure NDIS plans and SDA budgets are current and up to date.
- SDA finance and administration tasks are performed in a timely manner, including registering and enrolling new SDA properties, submitting monthly SDA claims and resolving issues and maintaining the property registers to ensure accurate SDA record management.
- Compliance with financial obligations and timelines through the timely contribution of annual, quarterly and monthly lodgements to the ATO and associated internal financial processes.
- Core financial team processes are supported through the timely contribution and preparation of insurance renewals, supporting audit processes, and other key financial reporting obligations.
- Ensuring rent review calculations and reviews are conducted in a timely manner.
- The Finance team meets all its compliance and reporting obligations through the contribution and support to delivering these tasks under the support and guidance of the Financial Controller
- The Finance team effectively completes end of month through efficient monthly processing of all financial tasks, including managing additional payments, arrears, and accounts payable/receivable.
- Support the achievement of financial team objectives by working collaboratively to achieve objectives in a timely manner.

## **Competencies**

- Analytical Thinker
- Problem Solver
- Builds Collaborative Relationships
- Epitomises Professionalism
- Results Oriented
- Flexible and Resilient
- Fosters Teamwork

## **Work, Health and Safety**

The role has obligations to observe and comply with all Work, Health and Safety (WHS) policies, procedures and standards and take reasonable care to:

- being responsible for their own and other's safety
- ensuring direct reports understand workplace health and safety requirements
- identifying hazards, assessing risks and implementing procedures for controlling risk
- providing adequate WHS information, instruction, training and supervision to employees where required
- applying procedures for dealing with incidents and emergency events
- maintaining appropriate workplace safety records.

## **Corporate Responsibilities/Requirements**

- Demonstrate professional workplace behaviours and commits to representing the organisation in line with its values.
- Participate in both professional development opportunities and performance development processes.
- Abide by organisational policies and procedures.
- Has, or will obtain prior to employment a relevant NDIS Worker Screening Check.

## **Person Capabilities**

### Essential

- Strong administration skills, with experience in maintaining records.
- Experience working in accounting/finance.
- Experience using MYOB accounting software or similar.
- Excellent data entry and word processing skills.
- High level of competency with Outlook, Word and Excel.
- A positive and energetic approach to work.
- High attention to detail.
- Strong time management skills.
- The ability to work on multiple tasks and prioritise accordingly.
- Be able to create, develop and maintain internal and external relationships with stakeholders.
- Strong written communication skills.

### Desirable

- Financial/Accounting qualifications are highly desirable
- Knowledge of Chintaro
- Current driver's license.
- Experience of working in a not for profit community or Disability context.
- Knowledge of NDIS, NDIS Plan, SDA & PACE