

Title: Finance Volunteer Officer

Sort Description: We are seeking Finance Volunteer to join our finance team based at Woolloongabba.

Spinal Life Australia is a non-profit organisation that provides expert knowledge, specialist therapies and supports tailored for people with spinal cord injuries and other physical disabilities. Our core focus is supporting those with Spinal Cord injury, and we believe in giving those with spinal cord damage the best shot at living the life they want to lead.

The primary responsibility of this position is to provide finance support within the Finance team. This role is crucial to enable the production of highly accurate and timely monthly and annual financial reports. These reports assist management with decision making to ensure sustainability of the organisation. We are looking for someone who wants to contribute to the organisations mission through their work and actions. This position will work closely with staff at all levels and will provide best practice solutions in a continuous improvement environment.

What are we looking for?

Accounts Receivable

- Perform regular accounts receivable (AR) functions including receipting and banking, processing invoices and credit notes as required.
- Respond in an efficient and courteous manner to all queries from both internal and external customers.
- Ensure GST is correctly applied to relevant transactions to facilitate the correct generation of the BAS (Business Activity Statement).

Accounting

- Assist accountant with Bank reconciliation.
- Assist Accountant with balance sheet reconciliation.

NDIS Plan Management

- Perform all the accounting functions in the Finance areas of NDIS Plan Management, duties including but not limited to data entry in Careview, making NDIS online portal claims, creating clients 'service bookings, maintain participants' list.
- Ensure all NDIS Plan management's claims and payments are made, consistent with the Plan Management service agreement.



What do you need to be successful in this role?

- High level of keyboarding speed and accuracy
- Attention to detail
- Working knowledge of GST legislation and its impact on the AP and AR function.
- Highly organised and self motivated with a mature attitude to work.

Why do I want this amazing role:

This is an incredibly rewarding opportunity to really make a difference – in our team, in our organisation and in our clients' lives. Apply now and you'll also enjoy all the benefits of working with Spinal Life Australia, including:

- Working in a team where you and your contribution is truly valued.
- We work hard, but we do it together as a team. We celebrate our wins together.
- Convenient Woolloongabba location close to public transport, and some good coffee shops.

To apply please include a cover letter and resume in an email to Cheryl Varghese at cvarghese@spinal.com.au