



AbSec

NSW Child, Family & Community
Peak Aboriginal Corporation

absec.org.au

Finance Coordinator

Key position information	
Job title:	Finance Coordinator
Business unit:	Corporate Services
Location:	Gadigal Land, Redfern, NSW
Reports to:	Director, Corporate Services
Status:	Full Time (35 hours / week)
Level:	Level 4 SCHADS Award
Delegation	NIL
Direct reports:	NIL
Position requirements	<ul style="list-style-type: none">• Relevant tertiary qualifications in finance or accounting.• A minimum of 3 years' experience working in a finance related role.

About AbSec

Our vision is that all Aboriginal and Torres Strait Islander children and young people are looked after in safe, thriving Aboriginal and Torres Strait Islander families and communities, raised strong in spirit and identity, with every opportunity for lifelong wellbeing and connection to culture, and surrounded by holistic supports. In working towards this vision, we are guided by these principles:

- Acknowledging and respecting the diversity and knowledge of Aboriginal and Torres Strait Islander communities.
- Acting with professionalism and integrity in striving for quality, culturally responsive services and supports for Aboriginal and Torres Strait Islander families and communities.
- Underpinning the rights of Aboriginal and Torres Strait Islander people to develop our own processes and systems for our communities, particularly in meeting the needs of our children, young people, families and carers.
- Being holistic, integrated and solutions-focused through Aboriginal and Torres Strait Islander control in delivering outcomes for Aboriginal and Torres Strait Islander children, young people, families and communities.
- Committing to a future that empowers Aboriginal and Torres Strait Islander families and communities, representing our communities, and the agencies there to serve them, with transparency and drive.

Position purpose

The Finance Coordinator supports effective financial operations by acting as a central point for day-to-day finance activities, maintaining accurate financial records, and ensuring the timely processing and of accounts payables, accounts receivables, reconciliations, and financial reporting tasks for AbSec and its controlled entities. The role provides reliable financial administration to enable informed decision-making and compliance with internal policies and external regulatory environments.

Function	Accountabilities
Operational	<ul style="list-style-type: none"> ▪ Timely processing of accounts payable and receivable ensuring compliance with organisational policies, delegation limits and contracted services. ▪ Maintain up-to-date financial records including timely reconciliations of bank accounts, credit card, petty cash, and corporate debit card platforms. ▪ Prepare purchase orders, invoices and supporting documentation. ▪ Assist in the preparation of monthly financial reports including for grant acquittals. ▪ Support budget tracking and reviews. ▪ Assist in timely month-end and year-end close processes, including journal entries and general ledger reconciliations. ▪ Ensure accuracy and integrity of data in Xero and other financial systems. ▪ Respond to internal finance-related queries and provide support to staff on financial processes. ▪ Implement and monitor adherence to internal financial controls and policies. ▪ Contribute to the development, implementation and ongoing review of Standard Operating Procedures (SOPs) ensuring they are accurate, up-to-date, and aligned with policies and compliance requirements. ▪ Coordinate audit preparation tasks including the collation of documentation, evidence, and analysis. ▪ Maintaining supplier relationships and being the first point of call for external financial queries. ▪ Coordinate supplier onboarding including contract records and compliance documentation. ▪ Coordinate finance function onboarding including relevant training. ▪ Contribute to shared administrative and office processes, including responding to the main phone line and supporting other general office administrative and facilities maintenance duties. ▪ Support Director, Corporate Services with ad-hoc financial analysis and administrative tasks.
Organisational contribution	<ul style="list-style-type: none"> ▪ Act as a key point of contact for finance queries, providing guidance and support to internal teams. ▪ Collaborate with cross-functional teams to ensure smooth financial operations and stakeholder satisfaction. ▪ Actively participate in team discussions, contributing ideas for improvement and supporting team goals.

	<ul style="list-style-type: none"> ▪ Maintain confidentiality, privacy, and ethics in managing sensitive information. ▪ Support risk management and compliance obligations across AbSec and its subsidiaries. ▪ Contribute to continuous improvement of finance processes and organisational systems. ▪ Demonstrate commitment to personal and professional development through ongoing training and upskilling. ▪ Undertake other reasonable duties within the scope of the role, as directed.
Key relationships	<ul style="list-style-type: none"> ▪ Director, Corporate Services ▪ External Finance Support (KPMG Indigenous Services) ▪ Executive Directors ▪ Department Managers ▪ External Stakeholders including suppliers ▪ Aboriginal community-controlled agencies, including member agencies. ▪ All staff to ensure robust input into activities.

Selection Criteria

The occupant of this position will be able to demonstrate the following criteria:

- Completion of (or working towards) a relevant qualification in Accounting, Finance, or related field.
- Demonstrated experience in finance administration, bookkeeping, or accounts coordination including accounts payable/receivable processes, reconciliations and financial reporting.
- Experience in assisting with the preparation of financial reports, budgets, and variance analysis.
- Proven ability to maintain accurate financial records and data entry.
- Knowledge of financial principles, accounting standards, and internal controls.
- Experience in using Microsoft Office suite with proficiency in Excel and accounting software (Xero).
- High level of confidentiality, ethical behaviour, and discretion in managing sensitive financial information.
- High attention to detail, accuracy and the ability to meet deadlines in a busy environment.
- Strong organisational and time management skills with the ability to prioritise competing tasks.
- Strong written and verbal communication skills with the ability to interpret and communicate financial information to non-financial stakeholders.
- Adaptability and problem-solving skills with the ability to identify issues, resolve discrepancies, and recommend practical solutions.
- Ability to work collaboratively in a small team and build relationships with internal and external stakeholders.
- Commitment to the values and vision of AbSec and supporting positive outcomes for Aboriginal children, young people, families and communities.

The following are desirable:

- Experience in internal or external audit processes.

- Experience working in a not-for-profit or grant-funded organisation.
- Aboriginality and/or understanding of the importance of cultural connections for Aboriginal children, young people, families, and communities.

Practical Requirements

- Work outside of the normal hours of duty and some business travel may be required.
- Employment will be subject to a National Police Clearance and a NSW Working With Children Check.
- This position has been classified under the Social, Community, Home Care and Disability Services Industry Award 2010.
- Appointment to this position of a person not currently an employee of AbSec will be subject to a probationary period of 6 months.
- Applications from Aboriginal and Torres Strait Islander people are strongly encouraged.