



NDIS Accounts Coordinator

Job Title	NDIS Accounts Coordinator
Classification	Level 5
Work Unit	Community Services
Responsible To	Support Coordination Manager

Primary Objective

The NDIS Accounts Coordinator is responsible for overseeing day-to-day financial administration of Council's Disability Service. This includes NDIS billing and claims, accounts payable and receivable processes and compliance related finance functions in alignment with NDIS regulations and pricing guidelines.

Key Responsibilities

1. Prepare and process timely and accurate processing of invoices for services delivered.
2. Liaise with participants, plan managers, auditors and internal and external stakeholders as appropriate.
3. Partner with Care Coordinators and Support Coordinators to monitor and maintain NDIS financial reporting and processes, ensuring accuracy, timeliness, and compliance with organisational and NDIS requirements, guidelines and standards.
4. Maintain accurate and up-to-date financial records and documentation of the service and invoicing activities.
5. Prepare and provide detailed financial reports, monthly statements and assist with forecasting during budget revision periods.
6. Provide detailed financial reports and updates to clients.
7. Maintain accurate financial records and documentation in all reporting and invoicing activities.
8. Prepare, coordinate, and maintain all financial and compliance documentation required for internal and external audits, and support ongoing audit readiness in line with organisational and NDIS requirements.
9. Provide specialist knowledge and skills in maintaining and monitoring all NDIS based portals and databases, including PRODA and eNDIS.
10. Actively participate in all offered training and development opportunities.
11. Comply with all Workplace Health and Safety Policies and Procedures.
12. Other duties as reasonably directed by the Support Coordination Manager.

Essential Selection Criteria

- Must have, or be able to obtain and maintain, a current NDIS Worker Screening Clearance.





Position Description

NDIS Accounts Coordinator

- Must have a minimum Certificate III in Individual Support (Aged and/or Disability), Accounting, Finance, Business or similar qualifications.
- Proven experience in finance administration.
- Expert knowledge and understanding of the NDIS and its requirements including mandatory reporting, Quality and Safeguards, NDIS Price Guide and relevant legislations.
- Ability to use organisational skills and initiative to improve process efficiencies.
- Ability to work unsupervised and prioritise own workloads to meet deadlines.
- Excellent verbal, written and interpersonal communication skills, with a demonstrated ability to communicate effectively with a variety of stakeholders.
- Proficiency with the Microsoft Office Suite (particularly Word, Excel and Outlook) and an ability to learn new software.
- Must hold a current C Class Drivers Licence.

Desirable Selection Criteria

- First aid and CPR qualifications, or the willingness to obtain.
- Other relevant or related qualifications.
- Previous experience living and/or working in remote Australian First Nations' communities.
- Demonstrated high level of cross-cultural awareness to ensure effective participation in a multi-cultural workplace.
- Awareness of issues affecting First Nations People in Australia.

All employment with the East Arnhem Regional Council (EARC) is subject to a Criminal History Check and the ability to obtain a NT Working with Children Clearance. Criminal history will not exclude an applicant unless it is relevant to the inherent requirements to their position.

Employees must also be prepared to travel to remote communities via various means, including 4WD vehicle and light aircraft.

East Arnhem Regional Council is an Equal Employment Opportunity (EEO) employer.

06 Feb-26 | 16:26 AEST

Dale Keehne
Chief Executive Officer
East Arnhem Regional Council

