



POSITION DESCRIPTION

FINANCE BUSINESS PARTNER – ACCOUNTING

OVERVIEW

PROGRAM	Finance
POSITION REPORTS TO	Finance Manager
DIRECT REPORTS	Nil
IDENTIFIED POSITION	No; Aboriginal and Torres Strait Islander candidates are strongly encouraged to apply
DATE PREPARED	March 2026
AWARD	SCHCADS award level 4

ORGANISATION CONTEXT

About

Aboriginal Housing Victoria (AHV) is an Aboriginal¹ community organisation responsible for managing more than 1,800 rental properties for Aboriginal people living in Victoria.

Our vision is to ensure that Aboriginal Victorians secure appropriate, affordable housing as a pathway to better lives and stronger communities.

In addition to being the largest non-government Aboriginal housing organisation in Australia, AHV is the lead agency for Victoria's Aboriginal housing and homelessness policy, *Mana-na woorn-tyeen maar-takoort* (Every Aboriginal Person has a Home). As the housing and homeless policy lead in the Victorian Aboriginal community, AHV has a responsibility to work in partnership with the government to secure the resources and reforms to implement the policy, while we support sector development to empower Victoria's Aboriginal community to determine its chosen housing future.

AHV's housing services are targeted at those most in need of support. Through the provision of secure housing by an Aboriginal rental provider, AHV helps strengthen and maintain Aboriginal communities and cultural ties.

Values

Aboriginal cultural values underpin AHV's values. Our values provide an ethical framework within which all decisions are made, and our services are delivered. Our values guide how we relate to our clients, each other and to the Aboriginal and non-Aboriginal community.

Respect and support for Aboriginal identity and culture and for our tenants and stakeholders

Striving for excellence through leadership in Aboriginal housing and best practice service delivery

Integrity, trust and honesty in all our business activities

Collaborative relationships with our community, tenants, government and stakeholders

Kindness, compassion, courtesy and dignity in our relationships with our clients, our stakeholders and with each other

AHV is also committed to promoting and protecting the interests and safety of children.

PROGRAM INFORMATION

¹ Throughout this document the term "Aboriginal" is used to refer to both Aboriginal and Torres Strait Islander people.

The Finance team supports AHV in its contribution to the self-determination and self-management of the Victorian Aboriginal Community by ensuring that the organisation is able to meet its key financial objectives by maintaining the highest quality accounting and financial practices.

PURPOSE OF THE POSITION

The objective of the Finance Business Partner – Accounting is to maintain high quality, timely and accurate processing of financial information into Microsoft Dynamics – Business Central financial system and other software or system interface.

The incumbent will be expected to provide support to the Chief Finance Officer and to the wider finance team in general and to work towards meeting the required processing and reporting deadlines as per AHV policies and procedures, legislative requirements and internal practices.

This role will support AHV in its contribution to the self-determination and self-management of the Victorian Aboriginal Community by ensuring that the organisation is able to meet its key financial objectives by maintaining the highest quality accounting and financial practices.

The position reports to the Finance Manager.

KEY RESPONSIBILITIES

- Managing the daily functions of Accounts Payable and Accounts Receivable including bank reconciliations and credit card reconciliations.
- Process daily rent receipts and liaise with the Aboriginal Housing Services division to resolve associated issues.
- Processing and managing property related expenses including maintenance expenses and Owners Corporation fees.
- Prepare balance sheet reconciliations on a periodic basis including debtors, creditors, general and specific accruals, provisions, current and long-term assets and liabilities.
- Assist in the preparation of periodic accounting and financial reports including the Income Statement, Balance Sheet, and Cash Flow Statement.
- Prepare and provide requirements for the Internal and external audits.
- Assist in the preparation of annual and long-term budgets and supporting information and analysis.
- Manage user access and onboarding in finance systems, including setting up new users and maintain permissions.
- Maintain the highest quality accounting and financial practices by reviewing and updating relevant financial and accounting policies and procedural manuals on a regular basis with other finance staff.
- Work in collaboration with members of the finance team and staff across AHV.
- Assist and work with the finance team in monitoring the financial and accounting reporting systems and where necessary discuss issues and suggest improvements to systems and practices.
- Business partnering with non-finance staff to develop processes and understanding of financial requirements.
- Ensure integrity of data and information produced directly or indirectly through the financial reporting system at all times and review all accounting and financial information on a regular basis.
- Perform other duties as directed that fall within the scope of the position or the incumbent's knowledge and skills base understanding that not all duties will be necessarily performed at all times.
- Exercise a duty of care to work safely, taking reasonable care to protect your own health and safety and that of your fellow workers, volunteers and clients including following safe working procedures and instructions.

QUALIFICATIONS AND LICENSES

- Tertiary qualifications in finance/accounting or business.

KEY SELECTION CRITERIA

- Awareness and appreciation of Aboriginal societies and cultures and an understanding of the issues affecting Aboriginal people in contemporary Australia and the diversity of circumstances of Aboriginal people.
- Sound knowledge of and experience in accounting policy, practice and statutory requirements and the ability to analyse and report on standard statutory accounts.
- Exceptional attention to detail with a demonstrated ability to meet deadlines and resolve issues.
- Demonstrated capacity to apply absolute discretion when dealing with confidential information.
- Good presentation, communication, negotiation and interpersonal skills.
- Demonstrated capacity to work both independently and as part of a team.
- Experience with PC based integrated accounting software and strong computing skills including Microsoft Office suite in particular a sound knowledge of Excel.

EMPLOYMENT CONDITIONS

- Terms and conditions of employment as included in the Contract of Employment.
- AHV is an equal opportunity workplace.
- A National Police Records Check and Working with Children Check, satisfactory to AHV, are required before commencement.
- Attendance at mandatory and other training as required.
- Constructive/active participation in key AHV activities, which support renters and the Aboriginal community more generally e.g. AHV NAIDOC Family Day.