



Australian Government



ABORIGINAL
HOSTELS LIMITED

Vacancy Information

Position Title	Assistant Finance Officer (multiple positions)
Reporting To	Senior Finance Officer
Contact	Joshua Tay 02 6212 2044
Location	Ngunnawal Country (Phillip, ACT)
Closing Date	09 November 2025

About the Role

The Finance section is responsible for the provision of high quality, timely and accurate financial advice and services to Aboriginal Hostels Limited while ensuring it meets its legislative and compliance financial framework obligations.

Our Ideal Candidate

Under broad direction, the APS4 Assistant Finance Officer provides assistance with a range of financial services in accordance with the Aboriginal Hostel Limited's policies and procedures. This role works across accounts payable and receivable functions, ensuring accurate financial processing, reporting and customer service while contributing to the overall financial operations and objectives of the organisation through a collaborative and flexible approach.

About AHL

AHL is a not-for-profit Commonwealth company dedicated to providing culturally safe and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities. AHL's vision is to improve the quality of life and economic opportunities for First Nations people – since 1973, AHL has been committed to improving the quality of life and economic opportunities for First Nations people through a national network of over 40 hostels across Australia.



Position and Perks

Classification: APS4 (multiple positions)

Vacancy Type: Ongoing/Non-ongoing (for 12 months with the possibility of extension)

Full-time/Part-Time available

Salary range: \$75,022 - \$79,125 per annum (4% increase in March 2026)

Note: the base salary is the default rate, however salary maintenance for an above-base pay point (commensurate with the skills and experience) may be considered for the successful candidate. Explore our Enterprise Agreement (2024-2027) [here](#).

Benefits: We offer more than just a job; we provide an opportunity to make a meaningful impact. By joining our team, you'll contribute to AHL's vision to improve the quality of life and economic opportunity for First Nations people. You'll work alongside passionate colleagues striving for positive social change.

Perks include:

As a Public Benevolent Institution (or "Not-For-Profit"), we offer significant benefits through salary packaging, which allows our employees to use pre-tax dollars for expenses like mortgage, rent, and living expenses. This is in addition to the usual salary packaging availability for vehicles and laptops and is not ordinarily available in other APS agencies. Utilising the full \$15,900 cap per FBT year (April to March), results in substantial tax savings, increased take-home pay, and greater financial flexibility. Calculate your potential savings by visiting either of our providers' websites:

<https://salpacaus.com.au/pbi-benefit-calculator> <https://www.smartsalary.com.au/calculator>

Convenient and central office location (In Phillip, ACT) with close proximity to bus route; Free all-day parking options close by. Lockers, bike racks and on-site shower/changing facilities; access to annual reimbursement for healthy lifestyle activities and items; regular social club activities;

Development opportunities within the team and branch - higher duties are automatically paid after 1 day (no two-week waiting period).

No security clearance required (though a National Criminal History Check will be undertaken). Immediate start available.

Key Responsibilities

Under general direction, the APS4 Assistant Finance Officer will:

- Payment processing and receipting by matching payments received with remittance advice to ensure correct allocations and receipting with all client accounts.
- Investigate and resolve any unmatched payments in a timely manner.
- Daily and monthly reconciliation of revenue bank accounts.
- Identify and clear all open and reconciling items on the revenue bank accounts.
- Maintain auditable records of all reconciliation activities.
- Assist with month-end and year-end closing procedures related to revenue and receivables.
- Assist with processing month-end journal for revenue accruals
- Assist with processing month-end reconciliation for general ledger balances.
- Provide helpdesk support for reservation management services (RMS).
- Providing administrative support, dealing with incoming and outgoing mail and process stationery order requests
- Perform other duties as directed.

Key Capabilities

The successful applicant will possess:

- Relevant qualifications and/or experience in Finance or business.
- Demonstrate an understanding of Aboriginal and Torres Strait Islander cultures and the issues, with the ability to communicate sensitively and effectively.
- Sound understanding of basic accounting principles and ability to apply them in practice.
- Strong attention to detail and ability to meet deadlines while managing competing priorities.
- Proven ability to build and maintain positive working relationships with suppliers and stakeholders.
- Strong written and verbal communication skills, with the ability to work independently.

Recruitment Initiatives

The RecruitAbility scheme applies to this vacancy. Under the RecruitAbility you will be invited to participate in further assessment activity for the vacancy if you choose to apply under RecruitAbility, declare you have a disability, and meet the minimum requirements for the position. For more information on the RecruitAbility scheme, please see link: [APSC Recruitability scheme guide applicants.](#)

Eligibility

To be eligible to apply, applicants must be Australian Citizens or have already lodged an application for Australian Citizenship.

Successful applicants will be required to:

- provide an Australian Citizenship document (e.g. birth certificate or passport)
- undergo a Satisfactory National Criminal History Check, and
- meet the Fitness for Duty requirements.

For new APS employees, a six-month probationary period will apply.

How to apply

- Complete the **Application Form** available on our website www.ahl.gov.au/work
- Email your current **Resume** and a completed **Application Form** directly to recruitment@ahl.gov.au before **11:59pm AEDT on Sunday 02 November 2025.**
- Include your name and the job reference (VN-0764344 - APS4 Assistant Finance Officer) in the subject of your email.