Australian Government | ABORIGINAL HOSTELS LIMITED

Position Description - Corporate

Job Reference Number	VN-0774223
Position Title	APS 5, RMS and Abstudy Officer
Reporting to	EL 1, Assistant Director, Finance
Branch | Section	Finance
Location	National Office – Phillip, ACT.
Employment Type	Ongoing
Job Type	Full-time (75 hours per fortnight)
Salary Range	$88,834 - $96,829 per annum Note: the base salary is the default rate, however salary maintenance for Section 26 transfers, or 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.
Contact Officer	Lakshmi Kanth Imandi – (02) 6212 2008
Closing Date	18 November 2026

About the Role

The APS 5 RMS and Abstudy Officer plays a key role in the Finance team, supporting the accurate and timely administration of Abstudy and Boarding Supplement payments. Reporting to the Assistant Director, Finance, you will oversee payment processing and receipting in RMS and TechnologyOne. You will reconcile payments against student reservations and liaise with Services Australia and hostel staff to resolve unpaid reservations and obtain supporting documentation. You will also administer access to the Services Australia PRODA platform, support student attendance submissions, and verify and process refund claims. The role includes reconciling revenue bank accounts, investigating outstanding items and maintaining accurate, auditable records. You will contribute to month-end and year-end activities, including revenue accrual journals and general ledger reconciliations. You will provide administrative support for the RMS Helpdesk and assist colleagues to meet operational deadlines. Through this work, you will support reliable financial administration that contributes to AHL's services for First Nations students. For more details see **Attachment A**.

About Aboriginal Hostels Limited (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. 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. Join us in making a meaningful impact and supporting our mission to enhance the lives of First Nations communities.

About You

You bring experience in accounts receivable, payment processing and bank reconciliations, supported by strong attention to detail and a commitment to accuracy. You understand financial recordkeeping and can contribute to month-end processes, including journals, accruals and general ledger reconciliations. You are confident using financial systems and spreadsheets, with the ability to learn platforms such as RMS, TechnologyOne and PRODA. Your analytical and problem-solving skills enable you to investigate discrepancies, resolve outstanding items and recognise when issues need to be escalated. You communicate clearly and respectfully, building productive relationships with colleagues, hostel staff and external stakeholders. You take ownership of your work, exercise sound judgement and manage competing priorities to meet deadlines. You are collaborative, adaptable and proactive in supporting your team and improving processes, while handling financial and personal information with integrity and discretion. You demonstrate cultural awareness and a commitment to supporting AHL's work with First Nations people.

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.

Benefits 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.
- Convenient and central office location (In Phillip, ACT) with close proximity to bus route; Free all-day parking options. Lockers, bike racks and on-site shower/changing facilities; regular social club activities;
- Development opportunities within the team and branch - higher duties are automatically paid after 1 day (no two-week waiting period).

Recruitment Initiatives

Identified position

This position has direct engagement with Aboriginal and/or Torres Strait Islander peoples, communities and service providers, or is involved in impacting innovates for AHL. You will require a high level of cultural competency, including:

- demonstrated understanding of the issues affecting Aboriginal and/or Torres Strait Islander peoples,
- demonstrated high level ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander peoples, and
- demonstrated high level capability and commitment to continue to develop cultural competency.

RecruitAbility

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 further information on the RecruitAbility scheme please follow this link: APSC Recruitability scheme guide applicants

Reasonable Adjustments

AHL is committed to providing accessible, inclusive and equitable recruitment processes for all candidates. If you require a reasonable adjustment (at any stage of the recruitment process), you can note this in your application and provide details of any adjustments required. All efforts will be made to meet your requirements.

Eligibility

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At AHL to be eligible for this position you should be an Australian Citizen at the closing date of application, unless exceptional circumstances apply.

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

- Prior to engagement, the successful applicant will be required to:
- provide an Australian Citizenship document (e.g. birth certificate or passport);
- undergo a satisfactory National Criminal History Check;
- meet the fitness for duty requirements

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

How to apply

Submit your application through to jobs@ahl.gov.au before 18 November 2026 **at 11:59PM**.

As part of your application pack you are required to provide the following documents:

- Complete the application form, available from our website Work with us | Aboriginal Hostels Limited
- Your resume (maximum three pages)

- The statement of claims (imbedded in the application form) should be a maximum of two pages addressing the key responsibilities and capabilities.
- Include your name and the job reference (VN-0774223) in the subject of your email.

You may also refer to the APSC resource Cracking the Code for further guidance and assistance on applying for jobs in the Australian Public Service.

Attachment A

Key Responsibilities

In line with APS work level standards, these roles will:

Accounts Receivable: Abstudy and Boarding Supplement processing & receipting:

- Oversee the end-to-end processing of Abstudy payments, ensuring accurate and timely processing of Abstudy payment in RMS/TechOne.
- Reconciliation of Abstudy payments with student reservations and liaising with Services Australia and hostels to complete documentation for unpaid reservations.
- Administrator of Services Australia PRODA platform to facilitate submission of student's attendance and maintaining user accounts.
- Verify and process Abstudy refund claims received from Service Australia

Reconciliation of revenue bank accounts:

- Identify and clear all open and reconciling items on the revenue bank accounts and maintain auditable records of all reconciliation activities.

General support:

- 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.

Administration: Providing administrative support for RMS Helpdesk.

Other:

- Work collaboratively to provide assistance and support to meet deadlines.
- Other duties as directed.

Key Capabilities

- **Accounts receivable and financial administration**: Demonstrated ability to process and receipt payments, manage refunds, and support month-end and year-end activities, including revenue accruals and journals.
- **Reconciliation and problem-solving**: Ability to reconcile payments against student reservations, bank accounts and general ledger balances, investigate discrepancies, and maintain accurate, auditable records.
- **Financial systems proficiency**: Confidence using financial systems and spreadsheets, with the ability to learn and use RMS, TechnologyOne and Services Australia's PRODA platform.
- **Communication and stakeholder engagement**: Ability to communicate clearly and respectfully, working with Services Australia, hostel staff and colleagues to obtain documentation and resolve payment enquiries.
- **Organisation, accountability and teamwork**: Ability to manage competing priorities, meet deadlines and take ownership of tasks, while demonstrating attention to detail, sound judgement, cultural awareness and a collaborative approach.

Qualifications and Experience

- **Essential**: Commitment to working with Aboriginal and Torres Strait Islander peoples and the demonstrated ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander peoples. Experience working with computerised financial systems and RMS systems.