

## Finance Administrator

**Full time – Parental leave backfill contract (20/04/2026 – 31/05/2027)**

Southern Queensland Region

Remote/work-from-home available

### The organisation

Business & Rural Solutions Limited (BRS) is a leading not-for-profit organisation providing services that empower rural and small businesses and their communities. Key programs that we deliver include the Rural Financial Counselling Service (RFCS), Farm Business Resilience Planning, Business Wellness Coaching and the Small Business Financial Counselling Service (SBFCS) across Southern Queensland. These programs are funded by the Australian Government and Queensland Government.

With offices based across our Southern Queensland service region and a team of more than 50 staff, we believe in having our people embedded in the communities we support. BRS has received consecutive funding to deliver the RFCS since October 2006 and has delivered the Queensland Government SBFCS since early 2020.

See our websites for further information about the services we deliver:

- BRS: [www.brs.org.au](http://www.brs.org.au)
- RFCS Southern Queensland: [www.rfcssq.org.au](http://www.rfcssq.org.au)
- SBFCS Southern Queensland: [www.sbfcssq.org.au](http://www.sbfcssq.org.au)
- Rural Solutions Queensland: [www.rsq.org.au](http://www.rsq.org.au)

### Role overview

Reporting directly to the Chief Executive Officer and embedded within the Operations Team, the Finance Administrator is responsible for the daily financial operations of BRS. This includes payroll, banking, accounts payable/receivable, bookkeeping, expense claims, statutory recordkeeping and lodgements (BAS/FBT/Portable Long Service Leave/Workcover), reporting and audit management. Support to the CEO and management team to develop and monitor annual operating budgets, alongside supporting fleet management, are also encompassed within the role.

The Finance Administrator is fully equipped as a remote role with the current incumbent having worked remotely since the end of 2021. Throughout this period, substantial uplift has occurred in the financial management of BRS with systems and processes designed to support a decentralised team.

In summary, the role is focused on ensuring the smooth and accurate management of BRS' financial position whilst supporting the broader BRS Operations Team on a reciprocal basis.

As a Government-funded service delivery provider, BRS is guided by our values of respect, innovation, integrity, confidentiality, professionalism and advocacy. We believe in finding the right person who is the right fit for our team, located within Southern/Central Queensland. Occasional travel is required in the role (e.g. team meetings, annual audit meeting, 2x face-to-face Board meetings per year) and work from home is available if we do not maintain an office in the location.

## Role specifics

In more detail, the Finance Administrator role requires the following.

- Work collaboratively with the BRS CEO and leadership team to ensure the accurate day-to-day management of BRS' finance and payroll processes.
- Administration of payroll, debtors and creditors, banking and all other day-to-day financial activities.
- Month-end bank and credit card reconciliation.
- Month-end program funding balance reconciliation.
- Assist in monitoring the BRS budget and individual program budgets, in liaison with the CEO.
- Prepare monthly financial management reports and HR/payroll reports.
- Monitor actual-to-budget tracking.
- Support the management of insurance cover, asset management, property leases, fleet management/maintenance alongside Operations Manager.
- Maintain supplier agreements and statements and manage supplier credit accounts.
- Monitor and maintain funding agreements (including invoicing and reporting requirements) and assist with funding applications.
- Maintain Fringe Benefits Tax records, including lodgement and staff invoicing.
- Preparation, lodgement and payment of quarterly BAS.
- Preparation, lodgement and payment of portable long service leave returns.
- Support the function of the Finance, Audit and Risk Committee (Board Sub-Committee) via drafting finance papers and secretariat.
- Support the function of Governance Committee (Board Sub-Committee) via secretariat
- Provide ad hoc support and reporting to the CEO as required.
- Support continuous development, review and maintenance of appropriate, robust and transparent financial practices, policies and procedures.
- Support development of BRS policies and procedures, as required.
- Participate in general operational management tasks of BRS.

## Technical requirements, experience and qualifications

To be successful in the role, the Finance Administrator shall possess skills, experience and qualifications in the following areas.

### Required

- Prior experience in financial management processes and payroll (essential).
- Authentic, hands-on, can-do approach to work demands and engagement with colleagues and stakeholders.
- A collaborative mindset with the ability to manage competing priorities and work to deadlines.



- Prior experience in a Government-funded service delivery environment managing multiple funding streams.
- Experience with Xero Accounting Software (essential).
- Experience with ApprovalMax (or equivalent).
- Experience with NABConnect (or equivalent).
- Prior experience in external audit processes (annual audit and funding audits/acquittals).
- Accounting skills and knowledge (focus on program-based cost capture and allocation).
- Fringe Benefits Tax knowledge and experience (highly regarded).
- Salary sacrifice knowledge and experience.

### Beneficial

- Not-for-profit experience/understanding.
- Exposure to Datacom payroll processing.
- Recognised accounting qualifications.

### Remuneration

Base salary of \$93,171 plus superannuation. As a not-for-profit, all employees have access to salary sacrificing of up to \$18,550 p.a. including rent and living expenses via [AccessPay](#). Portable Long Service Leave contributions are paid to [QLeave](#).

Employees receive four weeks annual recreation leave, plus four additional days (one per quarter) of professional, health and development leave (PHD leave). Time-off-in-Lieu to off-set additional hours is provided.

### To apply

Please submit your resume and cover letter outlining your suitability for the role to [info@brs.org.au](mailto:info@brs.org.au) by **8am Monday 9 March 2026** or contact our team on 07 4622 5500 for further information.

**Note:** Applicants who are shortlisted for interview shall be required to complete selection criteria prior to the interview.

Following completion of an interview process, the successful candidate shall be required to undergo a CV check, a criminal history check and may be requested to complete a medical check.

