

Professional Summary

Detail-oriented NDIS Accountant with two years of dedicated experience managing financial operations, participant funding, claims processing, and compliance requirements within the disability support sector. Skilled in optimising PRODA portal claims, auditing participant budgets, reconciling disbursements, and supporting adherence to NDIS pricing arrangements and Quality and Safeguards requirements. Recognised for reducing claim rejections, improving plan management workflows, and delivering clear, accurate financial reporting for leadership teams, participants, nominees, and support coordinators. Committed to balancing financial sustainability with person-centred service delivery.

Key Skills

NDIS Compliance and Plan Management

- **PRODA portal claims:** Process bulk claims, resolve payment errors, and manage service bookings accurately and efficiently.
- **NDIS pricing knowledge:** Apply support categories, price limits, line-item rules, and funding arrangements in line with current NDIS requirements.
- **Participant budget monitoring:** Audit funding utilisation to identify risks, prevent overspending or underspending, and support sustainable plan management.

Accounting and Financial Operations

- **Reconciliations:** Perform high-volume reconciliation of NDIS disbursements against internal ledger balances and participant accounts.
- **Accounts receivable and payable:** Manage provider invoices, participant reimbursements, payment allocations, and follow-up processes.

- **Financial reporting:** Prepare monthly variance reports, utilisation summaries, and financial health checks to support informed decision-making.

Systems and Stakeholder Communication

- **Accounting and sector systems:** Proficient in Xero, MYOB, and disability support platforms such as Carelink+, Supportability, and Plan Tracker.
- **Stakeholder engagement:** Translate complex NDIS and financial information into practical, accessible advice for participants, nominees, support coordinators, and internal teams.
- **Process improvement:** Identify workflow gaps, streamline claim and reconciliation processes, and improve accuracy across finance operations.