

## POSITION DESCRIPTION

**POSITION TITLE:** Payroll/Finance Officer  
**BUSINESS UNIT:** Corporate  
**LOCATION:** 50 Rae Street  
**INCUMBENT:** New Position  
**REPORTS TO:** Manager - Corporate Services  
**DATE COMPLETED:** 11-Jun-2021

### PRIMARY PURPOSE

The primary purpose of this role is to support the Corporate Services Operations area specialising in the Payroll and related back office HR and Finance functions.

### REPORTING RELATIONSHIPS

Report to: Corporate Services Manager  
Peer to: Coordinators  
Business Unit structure: As per SkillsConnection organisation chart

### ROLE SPECIFIC REQUIREMENTS

This role has the following specific requirements that must to be met:-

- Drivers Licence
- NDIS Worker Screening Check
- Police / CrimCheck
- Completion of Orientation Module 'Quality, Safety & You'

KEY RESULT AREA	RESPONSIBILITY	KEY PERFORMANCE INDICATORS
Payroll	Successful processing of fortnightly payroll	<ul style="list-style-type: none"> <li>• Maintain staff payroll records across all platforms</li> <li>• Process fortnightly payroll through the WageEasy Payroll System</li> <li>• Assist in shift organisation and management through the Deputy &amp; Flow Logic operating systems</li> <li>• Assist staff in payroll enquiries</li> <li>• Reconcile and Process Superannuation payments</li> <li>• Prepare reports for preparation of BAS / IAS</li> <li>• Prepare and lodge Portable Long service Leave returns</li> </ul>
Human Resources Functions	Create and maintain back office HR data	<ul style="list-style-type: none"> <li>• Monitor and maintain staff files for compliance including first aid, NDIS workers and Working with Childrens Checks-keeping compliance up to date within required targets</li> <li>• Process new staff files ensuring all are complete and compliant in a timely manner</li> <li>• Process Terminated staff including related records and files and initiate deletion of systems access</li> <li>• Assist in training staff the FlowLogic Client Management System</li> <li>• Answer FlowLogic staff enquiries when required.</li> </ul>
Training and Development		<ul style="list-style-type: none"> <li>• Participate in personal development and maintain knowledge of industry changes to a high standard.</li> <li>• Monitor and promote use of available training platforms.</li> <li>• Monitoring completion of staff supervision</li> </ul>
Finance:		<ul style="list-style-type: none"> <li>• Assist Manager, Corporate Services with Finance tasks including, but not limited to: <ul style="list-style-type: none"> <li>○ Invoice preparation*</li> <li>○ Accounts Payable functions including Accounting System entry and account payments*</li> <li>○ Ensure banking is completed on a regular basis and money is stored in a secure way*</li> <li>○ Ensure Credit card management is upheld within guidelines*</li> <li>○ Co-ordinate and replenish program cash satchels*</li> <li>○ Preparation of BAS/IAS*</li> <li>○ Reception duties*</li> </ul> </li> </ul> <p>*These tasks are currently designated other staff, however this role will need to be able to complete these functions in the event of the designated staff member being on leave.</p>
Audit	Participate in internal and external audits when required	<ul style="list-style-type: none"> <li>• Finance audits</li> <li>• Audits to NDIS Practice Standards</li> </ul>
Teamwork	Be an active team member in all of corporate Services by offering support to other areas where required	<ul style="list-style-type: none"> <li>• Assist in filling shifts as per direction of the In Home Support Co-Ordinator</li> <li>• Complete shift changes in operating systems.</li> <li>• Assist in reception coverage</li> <li>• Assist with special projects</li> <li>• Assist with other tasks as requested by management</li> <li>• Supporting the on call operation</li> </ul>

KEY BEHAVIOURS	KEY BEHAVIOURAL INDICATORS
We will abide by the NDIS Code of Conduct	<ul style="list-style-type: none"> <li>• Act with respect for individual rights to freedom of expression, self-determination and decision-making in accordance with applicable laws and conventions.</li> <li>• Respect the privacy of people with disability.</li> <li>• Provide supports and services in a safe and competent manner with care and skill.</li> <li>• Act with integrity, honesty and transparency.</li> <li>• Promptly take steps to raise and act on concerns about matters that may impact the quality and safety of supports and services provided to people with disability.</li> <li>• Take all reasonable steps to prevent and respond to all forms of violence against, and exploitation, neglect and abuse of people with disability.</li> <li>• Take all reasonable steps to prevent and respond to sexual misconduct.</li> </ul>
We are honest and transparent in all we do	<ul style="list-style-type: none"> <li>• Being open and fair.</li> <li>• Refusing to participate in misleading or deceptive practices.</li> <li>• Avoiding conflicts between our work for SkillsConnection and our other interests.</li> <li>• Refusing any inducement for preferential treatment.</li> </ul>
We are accountable for all our actions and their consequences	<ul style="list-style-type: none"> <li>• Taking personal responsibility for what we do.</li> <li>• Setting a personal example of accountability and pro-actively assisting others to do the same.</li> </ul>
We use our resources safely and responsibly	<ul style="list-style-type: none"> <li>• Using SkillsConnection's property and resources only as authorised.</li> <li>• Complying with safe operating procedures at all times.</li> <li>• Setting a personal example of safe behaviour and pro-actively assisting others to do the same.</li> <li>• Not disclosing confidential information without authorisation.</li> </ul>
We abide by the law and act accordingly	<ul style="list-style-type: none"> <li>• Ensuring compliance with law, custom and business practice wherever we operate, without compromising our code of conduct.</li> <li>• Reporting immediately any known breach of law, custom or business practice.</li> </ul>
We recognise the diversity, capability and potential of our community	<ul style="list-style-type: none"> <li>• Acknowledging individual needs and aspirations</li> <li>• Working to facilitate achievement of potential.</li> <li>• Providing an inclusive, non-discriminatory environment.</li> </ul>

<b>POSITION PARAMETERS</b>
<b>KNOWLEDGE</b>
<ul style="list-style-type: none"> <li>• Demonstrate knowledge of OH&amp;S legislation, requirements and procedures.</li> <li>• Knowledge and experience in interpreting the SCHADS award</li> <li>• Positive and contemporary attitude to people with disabilities, their families/carers.</li> <li>• Understanding of issues for people with disabilities, families and carers.</li> <li>• Demonstrated high level skills and experience in working in an inclusive and engaging environment and an ability to work in a professional manner, eg non-judgemental and non-directive.</li> <li>• Demonstrated sound interpersonal skills and well developed written, verbal communication and negotiation skills.</li> <li>• Organisational skills, including the ability to work independently and meet deadlines.</li> <li>• Maintain comprehensive records in accordance with Privacy Act and other relevant legislation and develop prepared reports at regular intervals for presentation to Board of Management, Funding Bodies and other relevant statutory bodies</li> </ul>
<b>SKILLS</b>
<ul style="list-style-type: none"> <li>• Exceptional Data entry skills with an acute attention to detail</li> <li>• Ability to interact with people at all levels.</li> <li>• Well developed organisational and time management skills.</li> <li>• Analytical and problem solving skills.</li> <li>• Advanced Computer skills and proficiency in Microsoft applications.</li> <li>• Ability to train other staff and assist them in overcoming issues.</li> </ul>
<b>EXPERIENCE</b>
<ul style="list-style-type: none"> <li>• Minimum of 5 years experience in a payroll/finance position</li> <li>• Experience using payroll systems essential, (preferably the WageEasy payroll system)</li> <li>• Experience in MYOB accounting platform an advantage.</li> </ul>
<b>LICENCES &amp; QUALIFICATIONS</b>
<ul style="list-style-type: none"> <li>• Current Victorian driver's licence essential.</li> </ul>
<b>OTHER</b>
<ul style="list-style-type: none"> <li>• Professional, independent and highly motivated.</li> <li>• Consultative, responsive and results-oriented with a sense of urgency.</li> <li>• Sound business focus, particularly the capacity to balance individual needs with business needs.</li> <li>• Capacity to handle ambiguity and effectively balance competing, and often contradictory, requirements and/or demands.</li> <li>• Adaptable, flexible and intuitive.</li> <li>• Team focused and a team player.</li> <li>• Inclusive and welcoming of diversity.</li> <li>• Ability to manage a positive work / personal life balance and manage personal emotions.</li> <li>• To role model safe work practices at all times.</li> <li>• Monitor and report identified safety concerns.</li> </ul>