

POSITION DESCRIPTION

POSITION TITLE: Payroll/Finance Officer (Team Leader level/Co-Ordinator?)
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 operations of the Corporate Services Area, specialising in the Payroll and related Human Resources functions, along with finance functions as directed by the Manager – Corporate Services.

REPORTING RELATIONSHIPS

Report to: Manager – Corporate Services
Business unit structure: as per SkillsConnection organisation chart

KEY RESULT AREA	ACCOUNTABILITY	KEY PERFORMANCE INDICATORS
OH&S	Ensure a safe working environment	<p>Co-ordinate and monitor safety performance by:</p> <ul style="list-style-type: none"> • Complying with all legal, regulatory and SkillsConnection responsibilities and procedures. • Actively participating in staff safety training sessions and staff meetings. • Reporting all OH&S issues in a timely manner. • Demonstrating personal commitment to safety.
Leadership	Ensure consistent staff performance	<p>Co-ordinate and monitor staff performance by:</p> <ul style="list-style-type: none"> • Providing clear and timely direction and support to staff. • Building and maintaining effective teamwork between staff. • Setting a personal example of taking personal responsibility for the actions of the team and appropriately recognising individual contributions.
Program Delivery	Ensure consistent standard of work	<p>Co-ordinate and monitor program delivery by:</p> <ul style="list-style-type: none"> • Delivering high quality programs and services. • Ensuring compliance with all NDIS quality safeguards and associated legislation • Regularly reviewing work practices. • Managing budget performance within agreed limits and parameters. • Producing monthly activity reports.
Quality	Maintain standards and promote improvement	<p>Co-ordinate and monitor work standards by:</p> <ul style="list-style-type: none"> • Applying SkillsConnection Vision, Mission, Code of Conduct policies and procedures relevant to Community Connections. • Seeking and acting on feedback on service provision. • Identifying and implementing opportunities for improvement. • Conduct annual customer and client surveys. • Participate in both internal and external quality audits of service. • Input into development and review of continuous improvement plan. • Participating in group development activities.
Communication	Contribute and share information	<p>Co-ordinate and monitor productive communication by:</p> <ul style="list-style-type: none"> • Maintaining proactive and regular communication with managers and staff across the SkillsConnection team. • Maintaining appropriate contact with organisational clients, contractors and suppliers. • Establishing and maintaining networks with relevant peers.

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

CORE TASKS

With the support and direction of the Manager, Corporate Services

Payroll:

- Process fortnightly payroll through the WageEasy Payroll System
- Assist in shift organisation and management through the Deputy & Flow Logic operating systems
- Assist in filling shifts as per direction of the In Home Support Co-Ordinator
- Complete shift changes in operating systems.
- Assist staff in payroll enquiries
- Reconcile and Process Superannuation payments
- Prepare reports for preparation of BAS / IAS
- Prepare and lodge Portable Long service Leave returns

Human Resources Functions:

- Monitor staff files for compliance including first aid, NDIS workers and Working with Childrens Checks-keeping compliance up to date within required targets
- Maintain staff payroll records across all platforms
- Process new staff files ensuring all are complete and compliant
- Process Terminated staff files
- Assist in the recruitment, orientation and training process for new staff specialising in the Flow Logic Operating System
- Answer FlowLogic staff enquiries when required.

Finance:

- Assist Manager, Corporate Services with Finance tasks including, but not limited to:
 - Invoice preparation*
 - Accounts Payable functions including Accounting System entry and account payments*
 - Ensure banking is completed on a regular basis and money is stored in a secure way*
 - Ensure Credit card management is upheld within guidelines*
 - Co-ordinate and replenish program cash satchels*
 - Preparation of BAS/IAS*
 - Reception duties*

*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.

CORE TASKS

Training:

- Participate in personal development and maintain knowledge of industry changes to a high standard.
- Participate in planning and implementation of staff training, mentoring, Bi -monthly 1:1 supervision, career development and performance management for identified staff.

Staff – leadership / mentoring:

- Promote and ensure a positive and safe workplace.
- Maintain a high standard of day-to-day service delivery and time management.
- Participate in, implement and monitor SkillsConnection performance review and career development.

Planning:

- Participate in internal quality audit.
- Participate in external quality audit.
- Participate in external finance audit

Safety:

- To role model safe work practices at all times.
- Provide education and information with regard to safety to all clients, staff and volunteers.
- Monitor and report all safety concerns.

POSITION PARAMETERS

KNOWLEDGE

- Demonstrate knowledge of OH&S legislation, requirements and procedures.
- Positive and contemporary attitude to people with disabilities, their families/carers.
- Understanding of issues for people with disabilities, families and carers.
- 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.
- Demonstrated sound interpersonal skills and well developed written, verbal communication and negotiation skills.
- Organisational skills, including the ability to work independently and meet deadlines.
- 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

SKILLS

- Exceptional Data entry skills with an acute attention to detail
- Ability to interact with people at all levels.
- Well developed organisational and time management skills.
- Analytical and problem solving skills.
- Advanced Computer skills and proficiency in Microsoft applications.
- Ability to train other staff and assist them in overcoming issues.

EXPERIENCE

- Minimum of 5 years experience in a payroll/finance position
- Experience using payroll systems essential, (preferably the WageEasy payroll system)
- Experience in MYOB accounting platform an advantage.

LICENCES & QUALIFICATIONS

- Current Victorian driver's licence essential.

OTHER

- Professional, independent and highly motivated.
- Consultative, responsive and results-oriented with a sense of urgency.
- Sound business focus, particularly the capacity to balance individual needs with business needs.
- Capacity to handle ambiguity and effectively balance competing, and often contradictory, requirements and/or demands.
- Adaptable, flexible and intuitive.
- Team focused and a team player.
- Inclusive and welcoming of diversity.
- Ability to manage a positive work / personal life balance and manage personal emotions.

