



## Position Description

## Payroll & Finance Officer

<b>Department:</b>	Corporate Services
<b>Reports To:</b>	Payroll & Accounts Team Lead
<b>Location:</b>	Moorooka
<b>Position Purpose:</b>	Assist the Finance Manager & payroll staff control the payroll function of Deaf Services Limited with accurate and timely processing of the company's payroll. In addition, support the wider Finance Team with plan management work, as well as supporting accounts payable and receivable, end of month processing, data analysis and projects as required.
<b>Key Results Areas:</b>	Quality of outputs outlined below.

### ACCOUNTABILITY [1-4]

<b>Has direct responsibility over</b>	[1]	<b>Recommends, advises, interprets</b>	[2]
<b>Shares responsibility with others</b>	[3]	<b>Provides information</b>	[4]

#### Payroll

Payroll preparation and input of fortnightly payroll	[2]
Maintaining and updating employee records on the payroll system	[2]
Interpreting awards/agreements and contracts	[2]
Processing salary sacrifice arrangements	[2]
Complying with relevant legislation and regulations (e.g. portable LSL, superannuation guarantee, ATO and PAYG obligations)	[2]
Perform month end reconciliations such as the preparation of Superannuation payments	[2]
Perform year end processes such as single touch payroll finalisation and reconciliations	[2]
Deal with payroll queries from staff	[2]
Produce monthly payroll reports e.g. annual leave balances	[2]
Work collaboratively with the People & Culture team where required	[2]

#### Plan Management (back up as required)

Manage client service bookings	[2]
Manage claiming of funds from NDIA	[2]
Coordinate payment of services / goods	[2]
Prepare client reporting / statements as required	[2]
Resolve any claiming issues	[2]
Resolve client queries	[2]

#### Accounts Receivable (backup as required)

Prepare and process debtor invoices	[3]
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Debt collection	[3]
Banking and receipting	[3]
Weekly bank reconciliations	[3]
Accounting software month end and year end close	[3]
Assist Finance Manager as required	[3]

**Accounts Payable (backup as required)**

Data input	[3]
Process creditor invoices	[3]
Investigate discrepancies and queries	[3]
Maintaining records and supply of petty cash	[3]
Preparation of creditor EFT run	[3]
Credit card reconciliations	[3]
Monthly reconciliation of control accounts	[3]
Assist Finance Manager as required	[3]

**General**

Other duties as directed by the Finance Manager	[1]
Ensure internal and external opportunities for evaluation, learning, knowledge sharing and innovation are maximised	[1]
Contribute to the review of workplace health and safety procedures, including investigating of incidents and the identification and management of hazards	[1]
Contribute to the development and review of Deaf Services quality management system	[1]

**DECISION MAKING**

**Decisions**

Operational efficiency and effectiveness, including time management and work priorities

**Recommendations**

Business system, policy and operational procedures and improvement of overall efficiency

**PRIMARY RELATIONSHIPS**

**Internal**

Finance Team  
Payroll and Accounting Team Lead

Finance Manager

Chief Financial Officer  
Chief People & Culture Officer

**Purpose / Relationship**

Collaboration, advice and support  
Line management and development, reporting, advice and support  
Line management and development, reporting, advice and support  
Recommendation, reporting, advice and support  
Collaboration, advice and support

**External**

Q Super  
ATO

**Purpose / Relationship**

Compliance and reporting  
Compliance and reporting





- Demonstrated ability to work independently and as part of a team
- Excellent interpersonal and communication skills, within a service oriented environment
- Ability to deal with confidential information in a professional manner
- Demonstrated commitment to high quality outcomes, including attention to detail a must
- Effective verbal and written communication skills and the ability to liaise with a diverse range of people

**Desirable**

- Relevant qualifications or experience in Finance, customer service or a related discipline
- An understanding of the community or not for profit sector
- Auslan skills, or willingness to learn

**Please sign below your agreement of the above position description**

.....  
Print Name

.....  
Signature

.....  
Date