



Position Description

NAME:	Vacant
JOB TITLE:	Accounts Payable / Payroll Team Leader
DEPARTMENT:	Finance
DIVISION:	Corporate
REPORTS TO (TITLE):	Senior Accountant
LAST DATE REVIEWED:	June 2019

JOB SUMMARY

This is an excellent opportunity for an Accounts Payable and Payroll Team Leader wanting to grow in a fast-paced environment.

Leading a team of two, you will manage the “Finance Engine Room”, the heart of the Finance team that manages all aspects of payroll processing, accounts payable, accounts receivable, procurement and month end processing. You will train and mentor the team in all aspects of their role. This is a hands-on role and you will be involved with processing as well as manage and lead the team.

This role and the team that you lead is an integral part of the Finance Team.

You will work with the Senior Accountants to ensure the payroll and forecast systems have all the correct and latest payroll data for the Senior Accountants to prepare their remuneration forecasting.

As a confident and motivated individual, your meticulous attention to detail and a great work ethic are key to this role. You will have a passion to challenge and improve processes.

PRIMARY TASKS / RESPONSIBILITIES

- Manage the team responsible for the day to day accounting functions, including payroll, accounts payable, accounts receivable, purchasing, bank accounts
- Train and mentor Finance / Payroll Officers in all areas of their role
- Payroll function is accurate, confidential and in line with legislation, working closely with the People and Culture team for all staffing and contract changes.
- Prepare BAS, Cash Daily report
- Documentation of payroll procedures and all “Finance Engine Room” procedures
- Ensure compliance with payroll related legislation and standards
- Assist the Senior Accountants in developing a culture of continuous improvement within the Finance function
- Respond efficiently and professionally to queries from creditors, debtors and internal staff

MINIMUM REQUIREMENTS

Qualifications and experience

- Accounting/Business based degree
- 2 years' experience as a payroll manager or similar role

KEY SKILLS

- Strong knowledge and experience of payroll and compliance related laws
- Experience with Meridian payroll software
- Managerial experience that is proven and effective
- Strong time management and organisation skills, with the ability work within a fast-paced environment to meet strict deadlines and prioritise workload
- Excellent attention to detail and a high level of accuracy
- Strong analytical skills and the ability to problem solve
- Proactive and motivated, taking ownership
- An innate desire to challenge and improve processes
- Ability to work collaboratively and effectively in a team environment while also valuing autonomy

EXPECTED OUTPUTS

- Well planned and trained team that understands their work and delivers on time and accurate processing of payables, receivables, payroll, procurement, bank reconciliations, month end processing
- Team responding efficiently and professionally to queries from creditors, debtors and staff
- A team that is growing in knowledge and understanding of accounting and payroll processes
- Work collaboratively within the Finance team
- Improved processing in at least three areas that reduces time

Children's Cancer Institute policies applicable

- Code of Conduct/Ethics
- Whistle-blowing
- Use of Electronic Resources
- Workplace Health & Safety
- Appropriate Workplace Behaviour
- Privacy
- Any other policies not listed here but are available on the Children's Cancer Institute Intranet Policies pages



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SERVICE STANDARDS AND GENERAL EXPECTATIONS

- Respond to phone calls and emails within 48 hours
- Read internal communications within 48 hours
- Maintain up to date personal information in the HRIS (ConnX - Self Service) at all times

OUR VALUES

A is for **Accountability** and **Integrity**

C is for **Camaraderie**, **teamwork** and **Sharing**

E is for **Excellence** and **Success**

S is for **Satisfaction**. **The result of living our values everyday**

COMPLIANCE AND CODE OF ETHICS AND CONDUCT

Staff members are responsible for ensuring that they are familiar with and comply with their conditions of employment as stated in their individual contract, all Children's Cancer Institute Policies and Procedures and relevant ethical and regulatory guidelines. Staff must be aware that breaches by individuals will not be tolerated or condoned and may be subject to the Disciplinary Action Policy.

Your knowledge and awareness of Children's Cancer Institute Policies and Procedures (including the Code of Ethics and Conduct), will be monitored from time to time to ensure that our compliance program is effective.

Part of compliance adherence involves the use of standardised forms, checklists, and other aids (as appropriate) to ensure that important compliance issues are not overlooked. All forms must be used in accordance with instructions and the procedures as outlined in the relevant policies and procedures to ensure that compliance to the laws and regulations occurs.

WORK HEALTH & SAFETY

- Must adhere to all WHS policies and procedures including reporting incidents within 24 hours
- Take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace
- Actively participating in health and safety meeting, training and induction programs
- Complying with all safe work procedures and instructions
- Use equipment in compliance with relevant procedures, without wilful interference or misuse
- Ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor and in the WHS reporting system (Myosh)
- Must not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare

REPORTING STRUCTURE

Position reports direct to: Senior Accountant

Departmental Structure: See Organisation Chart

Note: Reporting structure may change subject to management decisions and business requirements.



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APPROVED BY

All parties below need to approve by signature and date.

Amy Nguyen
Senior Accountant

Date: 1 July 2019

Iris Chen
Assistant Accountant

Date: _ _ _ _ _

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.