



Position Description

NAME:	Incumbent
JOB TITLE:	Finance / Payroll Officer
DEPARTMENT:	Finance
DIVISION:	Corporate
REPORTS TO (TITLE):	Accounts Payable / Payroll Team Leader
LAST DATE REVIEWED:	February 2020

JOB SUMMARY

This is an excellent opportunity for a Finance / Payroll Officer who is looking for a challenge, diversity in their role and wanting to grow in a fast-paced environment.

Working in a small cohesive team of 3, the role is an integral part of the larger Finance team. As part of the team, you will be involved in the aspects of running what we call the “Finance Engine Room”, the heart of the Finance team that manages all aspects of accounts payable, accounts receivable, procurement, payroll processing and month end processing.

As a confident and motivated individual, your meticulous attention to detail and great work ethic are key to this role. You will have a passion to learn and a willingness to develop your skills.

Experience working in both accounts payable and payroll processing is essential.

PRIMARY TASKS / RESPONSIBILITIES

- Finance Officer:
 - Accounts payable (AP) including matching and inputting of supplier invoices into the accounts payable system, managing payment runs and reconciliation of supplier statements
 - Accounts receivable (AR) including creation of invoices and follow up of outstanding debtors
 - Manage the purchasing process of laboratory supplies and services through the purchasing system, including but not limited to ordering, invoicing, assisting suppliers and researchers with queries
 - Bank and credit card reconciliations, including preparing journals
 - Assist the month end process in reconciliations and updating report parameters
 - Responding efficiently and professionally to queries from creditors, debtors and internal staff
- Payroll Officer:
 - Process payroll fortnightly using Micropay. Year-end payroll processing
 - Preparation of PAYG, Superannuation and any other payroll related returns



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MINIMUM REQUIREMENTS

Qualifications and experience

- Accounting/Business based degree
- 2 years payroll processing using Micropay
- 2 years in an accounts payable role

KEY SKILLS

- Exceptional attention to detail
- Strong time management and organisation skills, with the ability work within a fast-paced environment to meet strict deadlines and prioritise workload
- Excellent communication and customer service skills
- Proven highly professional approach towards management of confidential data
- Ability to work collaboratively and effectively in a team environment

EXPECTED OUTPUTS

- On time and accurate processing of payables, receivables, payroll, procurement, bank reconciliations, month end processing
- Managing time to meet deadlines
- Responding efficiently and professionally to queries from creditors, debtors and internal staff
- Maintain a highly professional approach towards management of confidential data
- Work collaboratively within the Finance team

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

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



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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: Finance Manager

Departmental Structure: See Organisation Chart

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