



Position Description

Payroll and Finance Officer
November 2022



POSITION TITLE

Payroll and Finance Officer

Wellington Aboriginal Corporation Health Service

LOCATION

Wellington, NSW

POSITION TENURE

Fixed-Term

WHO WE ARE

Wellington Aboriginal Corporation Health Service (**WACHS**) aims to empower targeted Aboriginal and Torres Strait Islander people to take control of their individual, family and community health and wellbeing needs through the community-controlled model. Our main services are located in Wellington, Dubbo, Moree, Western Sydney, Penrith, Nepean Blue Mountains, and we provide outreach services to other towns and communities through our regional programs

We are an Aboriginal Community Controlled Health Service offering Primary Health Care Services and an Integrated Care program, as well as a number of specialist clinical staff and AHW's, a Specialist Programs Unit incorporating Social & Emotional Wellbeing, Child & Family Support, Drug & Alcohol, Aboriginal Family Health, Aboriginal Local Support, a Healthy for Life (H4L) Program, Maternal & Child Health Worker, Aboriginal Health Workers, Youth Health Worker and Dietitian targeting Maternal & Child Health and Chronic Diseases, regional programs including Australian Nurse Family Partnership Program, Aboriginal Children's Therapy Team, Tackling Indigenous Smoking Program. Our staff are supported by an Executive Management Team located across our service areas.

www.wachs.net.au www.gwahs.net.au

DIRECT WORKING RELATIONSHIPS

Reports to: Chief Financial Officer
Indirectly Reports to: Finance Officer x 2
Direct Reports: NA

OVERVIEW

This position is responsible for the processing of payroll and also providing general financial and administrative support to the finance team. The key objectives of the role include to:

- 1) Prepare and process weekly payroll;
- 2) Manage the travel coordination for the organisation;
- 3) Provide other administrative and financial assistance as required.

KEY RESPONSIBILITIES

PAYROLL

- Prepare for payroll processing including the collection of timesheets and review of information collected
- Follow up with leaders on any inconsistencies or missing information
- Ensure timely and accurate processing of payroll
- Coordinate the payroll approval process
- Enter any and all information into the payroll system coordinating with HR
- All information is to be kept strictly confidential
- Operate the accounting package (MYOB), including: entering data in accordance with source documents in a timely and accurate manner, reconciling accounts, and producing reports
- Process creditor invoices, analyse for accuracy and prepare for payment. Maintain creditors accurately within the relevant MYOB module
- Process debtor invoices, analyse for accuracy, and enter to the general ledger. Where necessary initiate appropriate collection strategies in accordance with WACHS policies
- Process credit card payments, reconcile statements and follow up missing source documents and incomplete information
- Respond to staff requests for information regarding creditor and debtor management and their program budgets in a timely and proactive manner
- Maintain records which appropriately explain transactions entered into MYOB
- Contribute to the preparation of financial statements through constructive and timely interactions with WACHS external auditors
- Model and demonstrate constructive working relationships and information exchange across the organisation
- Other duties consistent with the employees skills and abilities as required from time to time

TRAVEL

- Coordinate all travel activities including but not limited to working with the leader to organise flights, hotels and other miscellaneous requirements
- Assist in the preparation of itineraries in conjunction with leaders and travel participants
- Ensure all travel policies are adhered to
- Coordinate the organisation of the payments in relation to travel

OTHER ADMINISTRATIVE AND FINANCIAL

- Monthly reconciliation of actual headcount to budget headcount in partnership with the executive team
- Support the finance team by providing first line advice to employees and escalate where necessary
- Provide support to the finance team with administrative duties regarding the maintenance of organisation accounts
- Provide reporting support to the finance team
- Work with the HR team to ensure data integrity across the payroll and HR programs
- Provide and additional administrative support to the Wellington Office

Other responsibilities as delegated by management within the scope of this position and your skills and experience.

KEY PERFORMANCE INDICATORS

- Efficient and timely management of assigned responsibilities; including but not limited to, payroll processing, travel coordination, issue resolution, reconciliation and administrative duties
- All databases and systems are maintained and up to date with accurate information
- Issues are escalated to the appropriate person/team as required
- Communication is accurate, courteous and effective

REQUIRED COMPETENCIES, KNOWLEDGE AND EXPERIENCE

- A minimum of 2 years' payroll processing experience
- Experience using MYOB an advantage
- Strong interpersonal communication skills (both written & verbal) and proven ability to work with relevant stakeholders
- Excellent attention to detail with an ability to organise and multi task effectively
- Demonstrated competency working with Microsoft Office 365
- The ability to work effectively autonomously and within a team
- Flexible, proactive and solution-focused
- Ability to hold all relevant security clearances including the National Police Check and Working with Children clearance in accordance with WACHS policy and procedures