

## POSITION DESCRIPTION

<b>Position Title</b>	Payroll and accounts officer		
<b>Team</b>	Corporate - Finance		
<b>Classification</b>	SCHADS Level 3	<b>Employment Status</b>	Ongoing – Part Time 0.6
<b>Position reports to</b>	Senior Accountant		
<b>Location</b>	South East Melbourne, primarily based in Dandenong		
<b>Last revised on</b>	August 2024		

### A. Who We Are

SMRC is a not-for-profit community-based agency providing services to migrants and refugees living in the southern region of Melbourne, including the local government areas of City of Greater Dandenong, City of Casey, Shire of Cardinia, and surrounding suburbs. For 30 years SMRC has supported the settlement of newly arrived refugees and provided community-based services for migrants and refugees through funded in-language social, economic, health and wellbeing programs. SMRC provides a wide range of aged care services, ensuring that older community members have access to care and support that is culturally sensitive, and in-language where required.

SMRC operates a multicultural labour hire service, which provides a culturally sensitive and in-language alternative to in-home care.

The vision of SMRC is to ensure that migrants and refugees are enabled to achieve their goals and aspirations. We exist to support and empower migrants and refugees through our delivery of programs and services that are innovative, inclusive, and impactful.

### B. Role Purpose

This position assists the coordination of the finance office and performs tasks related to financial records, payroll and finance administration.

The position reports to Senior Accountant and shares responsibilities as allocated for finance function.

### C. Key Responsibilities

#### SCHADS Award Characteristics of this level –

- Solves problems of limited difficulties using knowledge and judgment.
- Exercise initiative in the application of established work procedures and also establish goals/objectives and outcomes.
- Provide supervision to Volunteers or lower classified staff in the day-to-day, so that the outcome of the service delivery is met.
- Undertake responsibility for various activities in a specialised area.
- Provide and/or assist with secretarial and/or administrative task.
- Exercise responsibility for a function within the organisation.
- Proficiency with system administration.

#### Payroll

- Manage the payroll payment process for all SMRC employees with the exception of DC workers
- Adhere to the Award rules and Employment law for salary payments ensuring award interpretations are

accurate.

- Comply with ATO requirements for salary payments and reporting provisions through STP.
- Management of the Portability Long Service Leave (PLSL) provision for the organisation, ensuring recovery of moneys on termination of staff and accurate assessment of liability when making payments to the PLSL Authority.
- Management of superannuation payments to comply with legislation
- Management of the salary packaging arrangement with the external provider.
- Liaise with HR dept in areas of staff salary payments, termination and staff progressions ensuring accurate assessments and calculations.
- Record month end journal entries and reconciliation of schedules relating to payroll – annual leave, lsl, workcover, superannuation, employee deductions and payroll clearing.
- Liaise with salary packaging company, auditors, taxation office, ERP organisation, and other relevant authorities as required
- Handle payroll queries, maintain accurate payroll information and employee records in finance system.
- Generate payroll payment files and upload to bank.
- Reconcile payroll to ATO
- Finalise year end payroll processing

#### **Accounts Payable**

- Process and monitor the approval process of accounts payable invoices and credit card payments within the expense management system.
- Facilitate upload of accounts payable invoices from the expense management system to the finance system
- Generate accounts payable files and upload to bank

#### **Finance Administration**

- Co-ordinate payment process with delegated approvers
- Complete Business Activity Statements (BAS)
- Manage Bank account balances
- Provide coaching and support as required
- Any other duties as directed by the Senior Accountant and/or Corporate Services Manager and commensurate with the scope and classification of the position.

#### **Risk Management**

- Contribute towards identification and management of risks and exposures to ensure compliance with contract and service agreement where applicable and SMRC policy and management processes.
- Ensure compliance with all legislative and regulatory requirements including the Privacy Act, Equal Employment Opportunity, Child Safety, Sexual Harassment and Occupation Health and Safety.
- Identify opportunities for continuous improvement.

#### **General duties and responsibilities to all staff**

- Respond to hazard identification and incident reporting promptly and work proactively at ensuring a safe workplace is provided for employees.
- Attend compulsory training as per SMRC policy.

## D. Person Specification

### Qualifications

- Advanced Diploma in Accounting
- Relevant work experience

### Key Knowledge Areas

- Thorough knowledge and experience in using Employment Hero
- Experience in using MYOB, Prospend, and other accounting systems
- Knowledge of working in a not for profit organisation
- Understanding of working in a multicultural workplace

## E. Key Selection Criteria

### Essential capabilities

#### Professionalism

- Time Management - Prioritises work; demonstrating an understanding of organisational, team and individual priorities and capacities; and ensures that key requirements are met.
- Taking responsibility - Takes responsibility for work outcomes and assists others to understand role and responsibilities
- Work Planning - Participates in regular supervision meetings with Manager to ensure that the work objectives are consistent with this position description and organisational objectives.

#### Communication

- Interpersonal Skills - Demonstrates active listening and asks appropriate questions when dealing with clients/members and colleagues, Demonstrate SMRCs Values in all work and communications.
- Verbal Communication – Speaks respectfully in a way that explains issues and information clearly to clients/ members and colleagues.
- Written Communication – Prepare accurate reports and documents when required; provide clear, accurate and timely electronic (email) messages and responses.

#### Teamwork

- To work as team in the delivery of high-quality services.
- Team dynamics – Supports team dynamics, supports productive working relationships and work-life balance.
- Openly shares information, participates and contributes to team discussions.

#### Change and responsiveness

- Change Management - Supports change management processes.
- Maintains a positive approach to change and adapts to new or different ways of working.

#### Program Management

- To work as team in the delivery of high-quality services.
- Performs own role and responsibilities efficiently, to contribute to program and project outcomes.
- Contract management - Monitors contracts and checks that contractual obligations of both parties are

met.

#### Governance and compliance

- Manages own risk and ensures that risks are identified and reported in own work context.
- Continuous Improvement – Demonstrates a practice of Continuous Improvement in all areas of work.

#### Special capabilities

##### Community and inter-agency relations

- Partnerships and collaboration - Works collaboratively with other organisations in formal and informal partnerships to achieve client/member outcomes.
- Knowledge of community - Demonstrates and maintains a level of understanding of the sector and current community issues and of other relevant organisations.

##### Service Delivery

- Client outcomes – Provides support and focus on client outcomes.
- Client confidentiality and dignity – Understands systems and policies for protection of client Confidentiality.

#### F. Personal attributes for this position

- **Culturally aware**- Respect difference in all forms, value diversity as a strength, and positively utilise diversity.
- **Analytical**- Review options and opinions before making judgements; Takes a systematic approach when developing improvements.
- **Collaborative** - Engenders a spirit of teamwork.
- **Inclusive** - Actively seek feedback and incorporate this into decisions and actions when legal, ethical and aligned with SMRC's Values; Communicate options, decisions and actions.
- **Supportive** - Encourage others to attain personal and organisational goals; Listen actively and inspire confidence.
- **Ethical** - Model expected standards of behaviour and the SMRC Values and Code of Conduct.
- **Self-Disciplined** - Manages time and plan well to achieve key outcomes.

#### G. Staff reporting to this position

None

#### H. Responsibilities & Conditions of Employment

SMRC is an Equal Opportunity Employer (EEO) and encourages applications from people of culturally and linguistically diverse backgrounds, including people from Aboriginal, Torres Strait Island heritage and people with lived experience of disability.

SMRC believes in protecting the safety, rights and wellbeing of children including the expression of cultural beliefs and identity.

SMRC strongly believes in the promotion of gender equality and respect for relationships.

All employees of SMRC are covered by the Social, Community, Home Care and Disability Services Industry (SCHADS) Award and are required to follow common conditions of employment.

A summary is listed below:

- Employees must contribute to Occupational Health & Safety (OHS) objectives by reporting hazards and incidents immediately to an OHS representative, committee member or manager. Employees must behave in a manner that fosters safe working practices.
- Conduct must be in accordance with the SMRC Code of Conduct, Employment Contract, Confidentiality Agreement and other SMRC policies and procedures.
- Salary is set in accordance with the relevant Award and classification.
- Leave entitlements are as per Award and SMRC Policy guidelines.
- All position descriptions are open to periodic review by management in consultation with staff.
- SMRC provides a smoke-free environment, including within vehicles.
- The staff member may be required to perform other duties as directed, in accordance with training, skills and experience.
- The staff member must comply with child safety standards and policies.
- SMRC Values - Integrity, Compassion, Accountability, Respect, Excellence.

## I. Important Information

SMRC offers:

**Salary Sacrifice:** Employees have the option to access salary sacrifice through an external provider. Staff on a full time or part time contract can access tax free salary packaging.

**Christmas break:** SMRC offers all staff time off between Christmas and New Year's Day, up to 3 days leave, without leave loading.

**Professional Development:** Employees are offered training to invest in their professional development that is relevant to their field of work.

All appointments to the SMRC are subject to the following:

- Police Check (not older than 6 months)
- Employee Working with Children Check (not expired)
- NDIS Worker Screening Check (not expired)

Please visit the SMRC website at [www.smrc.org.au](http://www.smrc.org.au) or for further information contact the People and Culture Team on 03 9767 1900 or at [hr@smrc.org.au](mailto:hr@smrc.org.au).

### J. Employee Signature

I have read, understood and accept the above position description.

Employee Name

Employee Signature

Date

Manager Name

Manager Signature

Date