





Payroll/ Finance Officer
 Position Description
 Governance, Performance & Innovation Unit



Stage: Issue  
Version: 1.005045
Issued: 31/01/2018
Next Review: 30/01/2021

Position Title: Payroll/ Finance Officer
Location: Quantum Support Services Morwell Office

Hours of Duty: 0.6 EFT, as per Employment Agreement

Duration: The period of employment is dependent upon ongoing funding.

Position Funding: Funding is provided through the State and /or Commonwealth Government.

Salary: Salary & conditions are as per the Quantum Enterprise Agreement 2015 and the Social, Community, Home Care and Disability Services Award (SCHADS). Salary packaging is available.

Classification: Social and Community Services Level 4.

Reports to: This position reports to the Accountant.

Our Vision, Mission & Values:

Quantum is committed to providing accessible high quality, advocacy and support services that meet the needs of our community.

Our Vision

Quantum Support Services vision is to improve lives.

Our Mission

To improve lives by empowering people, particularly the vulnerable to reach their full potential.

Our Values

Quantum recognises that values driven activities and relationships are essential to the successful achievement of our Vision and Mission and a vibrant organisation. These values guide our behaviours, planning, service delivery and relationships.

Respect:	Integrity:	Empowerment:
Quantum values the worth and contribution of others and embraces treating people fairly and without discrimination	Quantum values being ethical and professional in our conduct	Quantum values sharing our knowledge to promote the choices and decision-making capacity of others

Primary Position Objectives:

- To provide a responsive payroll service to Quantum Support Services employees.
- To provide a responsive accounts service to Quantum Support Services employees.
- To provide support to the other Governance, Performance and Innovation Unit employee's in relation to payroll and accounts matters.

- To provide relief coverage to the Payroll Officer and Accounts Officer on occasion.

Duties and Responsibilities:

Payroll

- Assist the Payroll officer with maintaining payroll & human resources systems.
- Be responsible for payroll functions including salary and leave payments, WorkCover and superannuation compliance. Update all employee changes to WorkCover, superannuation, salary sacrificing etc.
- Ensure that all staff details are accurate and that an appropriate personal filing system is maintained.
- Ensure that timesheets, travel claims, leave forms etc., are correct and report any discrepancies to the appropriate Stream Manager and General Manager.
- Administer all payroll functions ensuring that staff are paid correctly and legal obligations are met.
- Assist with preparation, monitoring and evaluation of human resources budgets.
- Assist the People, Learning and Culture Coordinator in preparation of payroll information for annual audit.
- Identify and assist in implementation of areas of improvement in the quality of payroll and human resources procedures.
- Assist the Accountant in the preparation of accounts information for the Annual Audit.
- Perform other payroll duties relevant to the position as directed by the Accountant and the Chief Executive Officer.

Accounts

- Preparing Purchase orders when required.
- Payment of accounts in accordance with set timeframes.
- Raising tax invoices in accordance with set timeframes.
- Assist the Accountant in the preparation of accounts information for the Annual Audit.
- Assist the Accountant in providing financial information to management in accordance with set timeframes.
- Attend regular Governance, Performance and Innovation Unit meetings, and participate as a member of that team.
- Perform other accounts duties relevant to the position as directed by the Accountant and the Chief Executive Officer.

Administration

- Maintain requirements for the release of information between services and keep accurate records as required by the Information Privacy act.
- Carry out necessary administrative tasks, including
 - Compiling workers or other reports on a monthly basis or as requested.
 - Daily & monthly collection of data for both internal and external purposes.
 - Completion of relevant forms in accordance with QSS policies and procedures.
 - Performing tasks such as filing & correspondence.
 - Maintaining accurate records.

Agency Participation

- Participate in monthly supervision, review and individual planning, including the identification of training needs, provided by Line Management, being the Accountant and CEO.
- Participate and operate effectively within a team environment and attend and contribute to team meetings and Agency staff meetings.

- Commitment to continuous improvement including involvement in the ongoing evaluation and monitoring of both the programs and the Agency's service delivery and contribute to future planning.
- Contribute to Quantum Support Services policy processes in response to local, State and Commonwealth Government policy changes and reviews.

General

- Perform other duties relevant to Quantum Support Services daily operations as directed by the Accountant and Quantum Support Services line management.
- To provide relief coverage to the Payroll Officer and Accounts Officer.

Occupational Health and Safety

- Promote a safe workplace for colleagues and clients in accordance with OH&S legislation and Equal Opportunity Practices in accordance with Quantum policies and procedures.

Key Selection Criteria:

Payroll / Accounts

1. Significant experience with computer payroll systems, accounts systems and a demonstrated ability with a wide range of computer packages.
2. Demonstrated payroll experience including development and maintenance of payroll functions and recording systems.
3. Demonstrated experience in the use of an accounts module of accounting software. Previous experience with Attache would be an advantage but not essential.
4. Demonstrated very high speed and accuracy in data entry skills.
5. Demonstrated knowledge and high level skills in the use of Microsoft Office including Outlook, Excel and Word.
6. Sensitivity to confidentiality issues at all levels within, and outside, the agency.

General

1. Ability to work with minimal directions and supervision.
2. Excellent time management and teamwork skills.
3. Enthusiasm, energy and interpersonal skills.
4. Demonstrated interpersonal, oral and written communication skills.
5. Well-developed teamwork skills.
6. Demonstrated ability to respond to system and organisational change.

Mandatory Requirements:

- Certificate III in Financial Services (Accounting / Human Resources), and / or equivalent experience relevant to the position. Previous experience in a similar position with a community based organisation would be an advantage.
- Completed application must include a covering letter and a current resume that contains or has attached, the name, address and telephone number(s) of three referees.

Conditions of Employment:

- The successful applicant must confirm in writing their acceptance of the Offer of Employment from Quantum Support Services, complete a successful Police Check and Referee check prior to commencing employment, and provide confirmation of a Working with Children's Check.

The successful applicant is required to comply with the policies of Quantum Support Services Inc.

- A current Victorians drivers licence is required, that is a not a risk of being cancelled.
- This position description is subject to an annual review.

Accountability:

- This position is accountable to the Accountant and the Chief Executive Officer.

Revision History:

New position created 30/01/2018



Acknowledgement:

Please sign and date to acknowledge you have read and understood this position description.

Employee:

Name: _____

Signature: _____

Date: ____/____/____

Manager

Name: _____

Signature: _____

Date: ____/____/____



[Click here to acknowledge that you have read and understand this document](#)