

POSITION DESCRIPTION

Payroll and Finance Officer

OVERVIEW

Program:	Business Services
Reports to:	Finance Manager
Supervise:	Nil
Date of Last Review:	March 2017
Classification:	Social and Community Services Employee Level 4 Sacred Heart Mission Enterprise Agreement 2013 or subsequent Agreements

ORGANISATION CONTEXT

Sacred Heart Mission (SHM) works with people whose capacity to participate fully in community life is affected by deep, persistent disadvantage and social exclusion. Since opening our doors in 1982, the Mission has been providing a range of innovative, relationship based service responses which enable people to overcome disadvantage and realise their full potential. As a trauma informed organisation, our shared recognition of the impact of trauma informs and guides all of our interactions with the people who access our services.

SHM is an Equal Opportunity Employer and an Environmental Sustainability driven organisation. We provide equal employment opportunities to all employees without regard to race, colour, religion, gender, national origin, age or disability. We ensure staff and volunteers operate from fit for purpose facilities that adopt green building design and practices.

SHM has a number of staff committees across the organisation committed to championing best practice in these areas. Our EEO groups lead by example to break down the barriers to inclusion and to foster a diverse workplace where people are free from discrimination and disadvantage and are treated with respect and dignity. Our Green team has set targets for developing SHM's environmental profile as a sustainable organisation and as a leader in the sector.

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VISION

Our vision is of an inclusive, fair and compassionate community, which enables people to overcome disadvantage and realise their full potential.

MISSION

Our mission is to build people's capacity to participate more fully in community life, by addressing the underlying causes of deep, persistent disadvantage and social exclusion.

We do this by:

- Ensuring access to the necessities of food, clothing, housing, health care and specialised services.
- Listening, understanding and responding to people in a holistic, caring, and respectful way, so they can take control of their lives.
- Delivering accessible, responsive, evidence informed and innovative services.
- Welcoming people in the spirit of social justice, co-operation and partnership to create better communities.
- Engaging sector partners, researchers, philanthropy, business, government and the broader community, to contribute their time, expertise and resources.

PROGRAM INFORMATION

Sacred Heart Mission (SHM) is made up of four Divisions, Client Services, People and Strategy, Business Development and Business Services.

Business Services is responsible for the effective and efficient delivery of the SHM's support functions of Finance, IT, Administration and Property and the generation of income from Financing, Fundraising and Opportunity Shops.

PURPOSE OF THE POSITION

The Payroll and Finance role is to not only ensure integrity of payroll record, accounting records, accounting treatments and reporting but also to investigate and recommend business improvements and opportunities to increase revenue, reduce costs or the increase efficiencies across Sacred Heart Mission.

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KEY RESPONSIBILITIES

Accountability	Major Activities
Payroll	<ul style="list-style-type: none"> ▪ Maintenance of employee records in the Payroll function ▪ The administration, processing and reconciliation of the SHM fortnightly payroll ▪ Ensure accuracy of employee details, rates and entitlements ▪ Calculation and submission of Salary Packaging payments ▪ Processing payroll using the Meridian Checklist fortnightly ▪ Liaison with staff and management regarding payroll queries including Timesheets through TimeTarget ▪ Ensures all payroll compliance tasks such as superannuation, PAYG etc are undertaken within the deadlines. ▪ Annual Payroll statutory reporting requirements including PAYG ▪ Payroll document management ▪ Ongoing automation of award interpretation and system improvements to lessen manual transactions on pay day
Reporting	<ul style="list-style-type: none"> ▪ Preparation & Maintenance of Management Reports for Leave provisions and Police/WWC Checks ▪ Sick leave reports to for areas of concern produced monthly for Aged Care and Community services ▪ Costing or other adhoc reporting as required from payroll
General Ledger	<ul style="list-style-type: none"> ▪ General Journal entries preparation & upload for payroll journals ▪ Micro pay Sage maintenance of Payroll journals
Budgets and Forecasts	<ul style="list-style-type: none"> ▪ Provide input as required into the annual Budget process
Finance	<ul style="list-style-type: none"> ▪ Monitoring of Levels of Packages – arrears, payments and blowouts. ▪ Exception reporting – package utilisation under/over ▪ Regular reporting – debt and package utilisation

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	<ul style="list-style-type: none"> ▪ Ensure auto processes (invoices transfers, direct debit etc) are carried out daily ▪ Debt collection recommendation and stop service ▪ Trouble shooting, and other analysis or report generation ▪ Other finance tasks as required
Strategy, Projects, Adhoc	<ul style="list-style-type: none"> ▪ Other ad hoc projects as required
OH&S	<ul style="list-style-type: none"> ▪ Exercise a duty of care to work safely, taking reasonable care to protect your own health and safety and that of your fellow workers, volunteers and clients including following safe working procedures and instructions
RISK	<ul style="list-style-type: none"> ▪ All SHM staff are responsible for considering, identifying and addressing risk (the effect of uncertainty on objectives) whether positive (opportunities) and/or negative (threats).
CQI (Continuous Quality Improvement)	<ul style="list-style-type: none"> ▪ All SHM staff are responsible for identifying areas of the strategic plan that 'add value', and for implementing and monitoring CQI initiatives. Staff are open to new ways of doing things, respond to challenges with innovative ideas and solutions and promote a continuous quality improvement culture.
TIC (Trauma Informed Care)	<ul style="list-style-type: none"> ▪ All SHM staff are responsible for engaging in learning and development to integrate their understanding of and responsiveness to the impact of trauma within their work including active participation in the supervision and performance development process.

MANDATORY REQUIREMENTS

- A current Criminal Records Check

QUALIFICATIONS

- Tertiary qualification (Diploma level) in Accounting or equivalent or significant payroll & finance experience.

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KEY SELECTION CRITERIA

- Solid previous experience in running end to end Payroll
- Ability to deliver timely and accurate Payroll/Time & Attendance maintenance and processing
- Proven experience using Payroll systems, Micropay Meridian and Time Target is preferred
- Experience using awards and Enterprise Agreements particularly Social, Community, Home Care and Disability Industry Services Award 2010 and Aged Care Award 2010 is preferred
- Solid analytical and problem skills and attention to detail
- Good communication and interpersonal skills with the ability to work co-operatively with others at all levels
- Compliance with legislative i.e. ATO, Superannuation and Child Support
- Effective organisation and administrative ability and the demonstrated ability to work in a team
- Commitment to continuous quality improvement
- Strong alignment to SHM Values

APPROVED BY MANAGER

ACCEPTED BY STAFF MEMBER

DATE

POSITION DESCRIPTION SHOULD BE REVIEWED ANNUALLY OR WHEN POSITION CHANGES

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