

Payroll Finance Officer



Position description

Responsible to: Corporate Services Manager

Division: Corporate Services

Status: 0.8 (8 days per fortnight)

Philosophy

Bendigo Access Employment's philosophy is to achieve a quality assured culture and to strive for continual improvement in the achievement of our mission.

Bendigo Access Employment is a community focused, professionally managed, not-for-profit organisation.

Organisation overview

Formed in 1992 following the amalgamation of three smaller community organisations, Bendigo Access Employment Inc. has grown to a large and diverse not-for-profit community based organisation. Bendigo Access Employment is registered by the ATO as a public benevolent institution. The continuing focus of operations is to provide employment and training opportunities for people facing barriers to employment, though recently this has diversified to focus on 'solutions to employers' problems'. An exciting new initiative is a community environmental and heritage park, PepperGreen Farm, which is in the initial stages of development. Bendigo Access Employment operates five key divisions undertaking a range of operations:

Disability Employment Services Division

Open employment placement in existing businesses and new enterprises for people facing barriers to employment.

- Disability Employment Services including the Disability Management Services program (DMS) and the Employment Support Services program (ESS)
- Limited liaison for supported employment (Australian Disability Enterprises, ADE), places for higher support clients.
- Limited liaison with other government supported employment and training programs including state government funded labour market programs.

Victorian Occupational Training Education Services Division (VOTES)

Registered training organisation providing accredited vocational education and training to a broad cross-section of community members with students located across Victoria.

Access Injury Management Systems Division (AIMS)

- WorkSafe Victoria and Comcare (incl ADF) approved provider of occupational rehabilitation services focused on returning injured workers to work or alternative employment
- Return to work and injury prevention consultancy services

PepperGreen Farm & Commercial Services Division (Access Contractors)

Provides employment options for *Australian Disability Enterprises*, ADE /Business Services clients and contract services to local authorities, businesses and individuals in horticultural, maintenance and other contract and labour hire services.

Corporate Services Division

Provides accounting, account payment and payroll processing services to a number of *other organisations, including small not-for-profit enterprises*.

The division also has responsibility for BAE's social enterprise, The Bright Street Enterprise Hub.

Board of Directors

A board of voluntary directors governs Bendigo Access Employment. Each member of the Board of Directors (Board) contributes a particular expertise to Bendigo Access Employment in its mission of providing opportunities for people. All directors work in conjunction with the Chief Executive Officer (CEO), who has overall responsibility for implementing the policy and strategic direction of the Board.

Mission

Bendigo Access Employment will provide quality and innovative solutions that connect people's abilities to opportunities in employment, training, business and a sustainable community future.

Vision

To connect, develop and sustain individuals, business and our community through creative tailored solutions to employment, training and information.

Values

Our values are:

Community

- We are a vital part of the community.
- We work towards sustainable and inclusive futures for all.

People

- We value diversity, effort and achievement.
- We encourage teamwork in everything we do.
- We seek involvement from all levels in our decision making.
- We value open and honest communication.
- We nurture innovation, imagination, and creativity.

Integrity and trust

- We promote equity in providing access and opportunities.
- Continuous improvement and quality are central to our processes.
- The health, safety and well being of our employees and clients are paramount.
- Mutually beneficial relationships with our employees, clients, partners and other stakeholders are fundamental to how we do business.

Responsibilities and duties:

The role of Payroll/Finance Officer is to prepare and process payroll for all BAE staff as well as external contracts. Payroll duties includes salary packaging, superannuation and taxation. It is an expectation that Payroll/Finance Officer keeps abreast of relevant industrial, WorkSafe, superannuation and taxation legislative changes and requirements.

General

- To attend team, staff meetings and training sessions
- To participate in annual performance appraisals and support and supervision sessions
- To attend ongoing professional development training
- To actively participate in the development and implementation of the agency's policies and procedures as they relate to all aspects of service delivery
- To comply with all occupational, health and safety guidelines and procedures developed by Bendigo Access Employment
- To perform any other duties as negotiated with the Corporate Services Manager, Corporate Services Operations Manager or Chief Executive Officer

Best practice

- To work as an effective member of a team.
- To become familiar with, and abide by all Bendigo Access Employment policies and procedures including compliance with Bendigo Access Employment quality assurance policies, systems, procedures and work instructions
- Ensure that Occupational Health & Safety guidelines are observed, implemented and improved
- To comply with all relevant legislation and/or by-laws that relate to our activities

Administration duties:

- Photocopying, filing and faxing
- To promote and market BAE and corporate services payroll brokerage
- General word processing and spread sheeting
- Keep up to date on latest developments affecting Bendigo Access Employment and its service delivery
- To act as a resource for industrial information, WorkSafe, superannuation and fringe benefit tax
- To induct new employees in payroll and other corporate services procedures

Financial duties:

- Preparation of Bendigo Access Employment Inc. and Access Contractors employees' payroll
- Reconcile Bendigo Access Employment Inc. Employees' and Access Contractors employees' Pay As You Go tax, group tax, superannuation and WorkSafe
- General Ledger coding of Bendigo Access Employment Inc invoices for manual and electronic payment when required
- Approving the payment of salary sacrificing accounts and calculating FBT Reportable/Non Reportable benefits and cars
- Process all employees' superannuation in to the SUPER program
- Preparation of external payroll as required, super, taxation and general ledger postings
- Inform Centrelink of eligible Access Contractors employees' gross wages via the internet
- Maintain general ledger system in Attaché
- To keep up-to-date with changes in legislation with fringe benefit tax, WorkSafe and superannuation

- Maintain accurate payroll files, time in lieu, sick leave and annual leave records and produce monthly reports for all of the above
- To process payment summaries at end of financial year
- To process cash, cheques and electronic payments for processing and banking as required
- BAS statements as required
- Raise invoices for all BAE divisions
- End of month journals & close off
- Financial records for external customers for accounts payable and receivable
- Update budgets in accounting system when required
- Rollover E.O.Y. in accounting system
- Administer and report on WorkSafe claims

Reporting

- Complete WorkSafe rateable remuneration
- Provide monthly management reports

Signatures

Name:

Signature: Date: / /

 Chief Executive Officer Date: / /

Key selection criteria

Essential

- Demonstrated 2 or 3 years' experience with computerised payroll packages for 20 or more employees
- Demonstrated accounting knowledge, including experience with debtors and creditors ledgers
- Demonstrated ability to meet deadlines, prioritise workload and problem solve
- Excellent computer skills in word processing and data entry and familiar with Microsoft word, Excel and Outlook
- Appreciation and understanding of confidentiality of service users, staff and program functions whilst undertaking duties.
- Exceptional attention to detail
- Demonstrated ability to work as part of a team

Desirable

- Professional approach to customer service
- Experience with working with people who have a disability
- Experience with Attaché computer software
- Very good administration and clerical experience
- Knowledge of quality assurance

A police check will be required to be undertaken by the successful applicant.

Applicants must address the key selection criteria in their application

Salary and conditions of employment

Bendigo Access Employment developed a Certified Agreement which was ratified by Fair Work Australia in 2010 and governs employment and related conditions. Salary Classification – Class 3A Band 1 **\$49,493.59 to Band 7 \$58,427.37.**

Application submission

Applications close **5pm Wednesday 22 February, 2012**

Application should include phone contact details of at least two referees

Address applications to:

Cindy Dawson

Bendigo Access Employment Inc.

PO Box 276

Bendigo VIC 3552

Or deliver in person to:

29 – 33 Mundy Street

Bendigo VIC 3550

Or via email to:

cindyd@accessemployment.com.au

Applicants may visit the Bendigo Access Employment web site at:

www.accessemployment.com.au

Start date

As soon as possible.

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