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| Classification | |
| Our Organisation | In 2023, Peppercorn and Active Care embarked on a transformative journey of integration, bringing together the distinct strengths, capabilities, and history of the two well respected organisations.  Collectively the vision to empower people to live an enriched and independent life through engagement, partnership and access to opportunities is enabled by providing opportunities and support for people in need, at a time they want, to live the life they choose.  Our engagement/ is underpinned by our core common values:   * *Trust:* The key element to strong foundational relationships built on our integrity and honesty. * *Respect:* At the core of our relationships with clients, volunteers, employees, suppliers, and stakeholders. Respecting all people, their culture and their choices gives us the space to be caring and compassionate to them individually and collectively. * *Inclusion:* Each person is unique and while many require similar things, each is deserving of interactions that provide equity and empowerment. * *Accountability:* Taking responsibility for our words, our actions, and our results is the cornerstone of a strong service culture. We will be transparent and openly disclose our continuous improvement activities. |
| Role Purpose | The Payroll & Financial Officer is a key member of the finance team, supporting the Executive Finance Officer (EFO) in executing various financial activities within the organization, planning, analysing, and reporting.  This role is responsible for processing various financial functions:   * Payroll * Bank Reconciliations * Accounts payable and receivables * Procurement and supplier management * Asset and facilities management * Financial reporting and acquittals   As a finance team member, the role will extend to assisting with other finance duties during peak times or to provide leave relief as needs arise with manager. |
| Department | Corporate Services |
| Reports To | Executive Finance Officer |
| Delegation | Coordinator |

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| Classification | |
| Areas of Responsibility | Accounts, Payroll, Procurement, Asset Management, Facilities Management |
| Award Classification | Social, Community, Homecare and Disability Services Industry (SCHADSI) – Grade 4 |

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| Key Responsibilities and Accountabilities | |
| Mission, Values & Behaviours | * Uphold the highest stand of customer service focused on delivering outstanding results. * Adhere to and promote behaviours that will assist in achieving the organisation’s vision, mission, goals, and values. * Provide leadership to ensure, as far as practicable, a safe work environment free from discrimination, harassment victimisation, corruption and waste. * Communicate with all stakeholders with respect and understanding at all times and maintain a constant focus on building strong interpersonal relationships. * Pursue the highest standards of performance, through accountability, professional development, and continuous improvement. * Ensure all interactions within the community portray the organisation as a professional and caring provider with a high standard of customer service. * Take appropriate action to ensure a workplace free from corruption, maladministration, and serious and substantial waste. * Ensure all interactions within the community portray the organisation as a professional and caring provider with a high standard of customer service. |
| Work Health & Safety | * Immediately cease, and report, any workplace activity (including that of other persons) which presents an immediate risk to safety, property or environment to your supervisor. * Follow all company instructions and directions in relation to workplace health and safety. * Undertake work in a safe manner to ensure personal health and safety, and that of others including other employees, clients, contractors, the public and visitors. * Ensure actions (or lack of) do not impact negatively on the health and safety of any fellow employee, client, public, contractor or visitor. * Ensure incidents and hazards are identified, reported, controlled. |
| Risk Management | * Actively participate in the development, implementation, and evaluation of quality management strategies to ensure that quality standards and service goals are met. * Raising concerns regarding inappropriate use of funds/fraud immediately with the Executive Finance Office, Chief Executive officer or Treasurer. * Maintain service operations in accordance with policies, procedures, guidelines and contracts. * Ensure feedback, complaints, incidents and compliments are reported, responded to and reviewed in accordance with relevant policies and procedures. * Where gaps are identified, document, action and review continuous improvement activities. |
| Customer Service and Teamwork | * Manage payroll and account enquiries, ensuring to investigate and solve in a timely manner. * Actively develop positive relationships with peers, other employees, volunteers, and stakeholders. * Contribute to team meetings that are purposeful, collaborative and documented with clear objectives and outcomes. * Willingly ask for help, guidance, or insight from other workers. * Take part in training programs as required. |
| Office Coordination and Administration | * Manage general housekeeping of buildings. * Keeping stock levels of inventory of Office stationery, IT equipment, uniforms, staff amenities, PPE, cleaning consumables etc for each site. * Coordinate WHS site inspections and maintenance requests across all worksites. * Accurately input financial data into the accounting and payroll systems. * Perform thorough validation checks to ensure data accuracy and completeness. * Identify opportunities to streamline data entry processes for increased efficiency. |
| Payroll | * Process end-to-end fortnightly (weekly if necessary) payroll, including adjustments. * Accurately calculate wages, deductions, and taxes. * Administration of leave, salary packaging, reporting and filing. * Prepare monthly superannuation payments. * Ensure compliance with relevant legislation and award conditions. * Collaborate with Human Resources to maintain accurate Team members records in Finance systems. |
| Accounts | * Full function processing of accounts payable and accounts receivables. * Petty Cash. * Processing of banking cash and cheques received. * Process monthly credit card and prepaid card reconciliations. * Reconciliations of bank accounts, receivables and payables. * Manage and maintain supplier database and preferred suppliers. * Maintaining the financial records and reports by filing all source documents as per Policies and procedures. * Assist with month end preparation. * Assist with yearly auditing. * Assist the team with funding acquittals. * Preparing BAS and IAS statements. |
| Donations | * Prompt receipt and banking of all donations. * Issue annual regular giving receipts. * Manage register of all donations, always keeping up it up to date. * Ensure all donors receive prompt acknowledgement of their gifts and respond to all enquiries in a timely manner. |
| Reporting | * Prepare detailed expense reports when required. * Report on debtors for the monthly balance sheets. * Manage the collections of aged debtors as per the policies and procedures. * Monitor and undertake continuous improvement activities against program budgets in accordance with contractual requirements and best practice standards. * Assist in preparing annual budgets for the organization and program cost centres. |
| Criteria | |
| Mandatory requirements | 1. NSW Driver’s Licence 2. NDIS Worker Screening Check 3. Working with Childrens Check |
| Certification | Accounting related certificate or degree |
| Essential | * Demonstrated experience and knowledge of bookkeeping, accounts payable, and receivable, payroll, procurement and asset management, including financial transaction processing. * Demonstrated experience in office administration. * Demonstrated advanced skills in use of Microsoft Office suite in particular Excel. * Demonstrated experience in use of MYOB with the ability to research, view and analyses information and provide and informative reports to inform decision making. * Demonstrated competence in accurate record keeping. * Demonstrated knowledge of Australian Taxation Office guidelines, in particular to GST. * Willingness to commit to best practice, continuing professional and personal development. * Sound organisational skills with a proven ability to be flexible, determine workload priorities, meet stringent deadlines and work under pressure. * Accomplished interpersonal, verbal and written communications skills, able to engage personably and effectively with management, staff, volunteers and stakeholders from a wide range of backgrounds. |
| Desirable | * Bookkeeping experience from a large NFP or Charity. * Demonstrated advanced skills in the use of varied accounting software programs E.G. Calxa, Alayacare, HumanForce. * Demonstrated knowledge and experience with legalities of gift giving and charity, and compliance for direct debits. * Experience with implementing process improvements. * Comprehensive understanding of Fair Work Awards such as Social, Community, Home Care and Disability Services Industry Award (SCHADSI), Passenger Vehicle Transportation Award (PVT) and Health Professionals and Support Services Award (HEALTH). |
| Skills and Attributes | 1. Strategic Vision: The ability to develop and communicate a clear and compelling customer experience vision that aligns with the organisation's overall strategy and goals. 2. Customer-Centric Mindset: A strong commitment to putting customers at the forefront of decision-making and an understanding of customer needs and preferences. 3. Data-Driven Decision-Making: Proficiency in using data and analytics to make informed decisions and continuously improve the customer experience. 4. Stakeholder Management: Strong relationship-building skills, with the ability to collaborate and influence stakeholders at all levels, both internally and externally. 5. Technology Proficiency: Familiarity with technologies and tools, as well as the ability to assess and implement relevant software solutions. 6. Problem-Solving: Strong problem-solving skills 7. Adaptability: The ability to adapt to changing environments. 8. Cultural Fit: Alignment with the organisation's culture, values, and mission, with an understanding of how these elements impact on the stakeholder experience. 9. Passion for Continuous Improvement: A commitment to ongoing learning and improvement, with a dedication to staying updated on industry best practices. |

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| Acknowledgement |
| * This position description is intended to convey information essential to understanding the scope of the position. It is not an exhaustive list of responsibilities and may be subject to change as the organisation's needs evolve. * I accept the position description as stated above and understand that this position description supports my Employment Agreement. * I understand and accept that the position description may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to the position description will be consistent with the purpose for which the position was established. * I understand and accept that this position description will be reviewed annually at the time of my performance review to ensure it accurately reflects the needs of the business. * I understand and accept that I may be required to perform duties and accept responsibilities from time to time that are not included in this position description to meet the operational needs of the organisation, as long as the additional duties and responsibilities are within my capacity, capability, expertise, skills and knowledge. * I understand and accept that the organisation may provide further training to ensure my continued competence and ability perform these duties, and that I will willingly undertake this continuing professional development. |

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| Print Name: |
| Signature: |
| Date: |
| Supervisors Name: |
| Signature: |
| Date: |