



## OzHarvest | Job Description

<b>Position Title</b>	<b>Payroll Officer – Part Time – OzHarvest</b>
<b>Job Purpose</b>	The role of Payroll Officer is responsible for effectively managing all aspects of the OzHarvest Payroll and other General Accounts functions as required.
<b>Reports to</b>	Financial Controller/CFO
<b>Location</b>	Head Office - Alexandria
<b>Employment</b>	Part Time

<b>Key Relationships</b>
<i>Internal:</i> All paid staff, Finance Team, People & Culture
<i>External:</i> Employment Hero support, Super Funds, Salary Packaging provider

<b>OzHarvest's Purpose</b>
<p>Our purpose is to Nourish our Country. OzHarvest is committed to:</p> <ul style="list-style-type: none"> <li>• Rescuing surplus food to feed people in need and help the environment</li> <li>• Educating the general public and our clients about food waste, nutrition and living a healthier lifestyle</li> <li>• Engaging with the community to maximise our impact</li> </ul> <p>To achieve this purpose OzHarvest prides itself not only on being logistics experts but also having an exceptional 'customer and community service' focus.</p> <p>We expect from our team members a strong commitment and passion for food rescue and education with the organisation's purpose at the forefront of all decisions and actions.</p>

<b>Personal Specifications</b>
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• At least three years' previous experience in a similar position</li> <li>• A valid Working With Children Check (WWCC) – or the ability to obtain this</li> <li>• A valid Police Check – or the ability to obtain this</li> </ul>
<p><b>Personal Abilities and Aptitudes</b></p> <ul style="list-style-type: none"> <li>• A strong commitment and enthusiasm towards the purpose of OzHarvest</li> <li>• Energetic, positive and proactive</li> <li>• Strong communications skills and the ability to build relationships with both internal and external stakeholders</li> </ul>
<p><b>Skills, Knowledge &amp; Experience</b></p> <ul style="list-style-type: none"> <li>• High attention to detail</li> <li>• Dependable and a committed individual who is able to manage their work load</li> <li>• Team orientated</li> <li>• Excellent written and spoken communication skills</li> <li>• Strong MS Excel skills</li> <li>• Experience using Xero accounting software and Employment Hero an advantage</li> </ul>

- Experience with charity salary packaging benefits (highly desirable)
- Experience using a cloud-based payroll system (especially Employment Hero) and knowledge of awards, rostering, timesheets, leave, overtime, terminations, superannuation, workers compensation, and PAYG.

### **Key Duties and Responsibilities**

The key roles and responsibilities for this position will include:

#### Payroll

- In conjunction with People & Culture (P&C), ensure all payroll changes are updated and maintained in Employment Hero
- Liaise with Logistics and Chef coordinators to maintain rostering system and ensure accuracy of payroll/shift/overtime data
- Prepare and Manage weekly & fortnightly payrolls
- Prepare and pay Superannuation to nominated super accounts monthly
- Prepare and post annual leave and long service leave provisions
- Preparation of Payroll General Ledger reconciliations (from Xero)
- Process and manage staff expense reimbursements
- Preparation of month end reports and workers compensation lodgements
- Ensure statistics on staff numbers and average payroll costs are maintained
- Processing journals as required
- Coordination of staff salary packaging with external provider
- Ensure efficient and accurate integration between Employment Hero and Xero
- Assist with forecasting and budgeting as required
- Ensure back-up resource is trained and available to perform processing if required
- Provide excellent service in answering internal payroll enquiries

#### General Accounts

- Assist with general banking tasks or any other duties as reasonably required

At OzHarvest we are a small family and all work together to contribute to successful outcomes. There is an expectation that for all major events we, as a family, come together and take on additional responsibilities to deliver a successful event.

Other duties required from time to time