

POSITION DESCRIPTION

Position Title:	Payroll Officer/Assistant Accountant
Grading:	Manager L1
Status:	Full-time
Location:	Newington
Responsible to:	Director Finance
Responsible for:	Nil

Our Organisation

Family Planning Australia is the leading provider of reproductive and sexual health services in NSW. As an independent not-for-profit organisation we offer expert clinical care, information and advice for every body in every family as well as education and training and evidence-based research to support doctors, nurses and other professionals.

Family Planning Australia is committed to excellence in meeting the reproductive and sexual health needs of the community. We achieve this by providing best practice, accredited clinical services, enhancing the knowledge and skills of service providers, improving the body of knowledge about reproductive and sexual health through rigorous research and evaluation, and leading international development projects to promote the rights of marginalised people in developing countries.

Position Overview

The Payroll Officer is primarily responsible for the end-to-end management and processing of the Organisation's fortnightly payroll, ensuring accuracy, timeliness and compliance with all legislative and industrial requirement.

This role also provides support to the Finance team, including but not limited to end of month reconciliation, general administration and accounting support.

Selection Criteria

Essential

- Tertiary qualifications in accounting, financial or a related discipline
- Minimum of 3 years' experience in end-to-end payroll processing, including salary packaging
- Strong experience using payroll systems and electronic timesheet platforms
- Experience using accounting/ERP systems and working with general ledger transactions
- Sound knowledge of payroll legislation, multiple Enterprise Agreements, Modern Awards and compliance requirements, with the ability to understand and apply them in practice
- Demonstrated experience interpreting and applying industrial instruments, including Enterprise Agreements and Modern Awards
- Strong analytical and problem-solving skills, with a focus on process improvement and system efficiencies
- Proven ability to manage competing priorities, meet deadlines and adapt in a fast-paced environment
- Effective communication and stakeholder engagement skills
- Must Australian working rights

Desirable

- Knowledge of MYOB Greentree, ELMO software or Employment Hero
 - Exposure to Portable Long Service Leave schemes or similar statutory reporting requirements
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Values

- Family Planning Australia is a pro-choice organisation – staff are expected to fully support an individual’s right to choose regarding their pregnancy, whether that be parenting, adoption / foster care or abortion.
 - As an abortion service provider, all staff in the organisation are expected to actively participate in the provision of abortion services in line with the full scope of the role they are appointed to.
 - In this role this means leading and participating in the provision of both medical and surgical abortion services.
- Must have a human rights focus and support the Family Planning Australia values:
 - Compassionate
 - Collaborative
 - Empowerment
 - Bold

Other requirements

- A Criminal Record Check and/or Working with Children Check is/are required prior to commencement in this role

Key Responsibilities

- Manage end-to-end payroll processing, ensuring accuracy, timeliness and compliance
- Process superannuation, statutory payments and salary packaging arrangements
- Ensure compliance with relevant legislation and industrial instruments, including Family Planning NSW’s Medical Officer Enterprise Agreement, Nurse Enterprise Agreement, Administrative and Health Promotion Officers EA, and applicable Modern Awards
- Prepare and post payroll journals, including leave provisions and on-costs
- Reconcile payroll, general ledger and balance sheet accounts, including payroll clearing, provisions and related liabilities
- Maintain payroll data integrity, including FTE movements, backpay adjustments and audit readiness
- Support month-end and year-end processes, including payroll-related reporting and compliance reporting (e.g. WGEA, workers’ compensation insurance, FBT)
- Prepare management reports and payroll metrics to support management decision-making
- Support ongoing compliance obligations including superannuation, FBT, worker compensation insurance and Portable Long Service Leave
- Maintain the fixed asset register, including additions, disposals, depreciation and reconciliations
- Provide ad hoc accounting support, including assisting with account clean-up, reconciliations and other finance tasks as required
- Provide clear, timely and accurate payroll advice and support to internal stakeholders, including all staff and managers, on matters such as superannuation, salary packaging, leave balance and payroll queries
- Manage relationships with external stakeholders, including salary packaging provider, superannuation clearing house, Portable Long Service Leave authorities, payroll system providers and regulatory bodies.

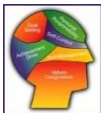


Company Advocacy


- Promote an environment of ethical and honest practices, customer satisfaction and caring, financial responsibility, community and social commitment
- Act as an advocate for Family Planning Australia in all dealings with clients and staff and present a professional image of Family Planning Australia in all dealings with the public including appropriate dress standards, helpfulness and friendliness
- Create a balanced team environment with a focus on continuous improvements, best practice and member/client focus

Work health and safety

- All employees are responsible to ensure they work in a manner which minimises the risk of injury to themselves, other workers, clients and visitors
- Managers are responsible for ensuring that safe work practices are in place and all employees abide by safety instructions
- Any potential risk should be reported to the employee’s manager immediately for investigation and remedy
- Any breaches of safety procedures must be reported through the incident management procedures and any employee found breaching safety requirements will be subject to disciplinary action which may include termination of employment

Family Planning Australia Capability Framework

Capability Group	Capability Name	Level Descriptor
Personal Attributes 	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	Advanced
	Act with Integrity Be ethical and professional, and adhere to the Family Planning Australia values	Advanced
	Manage Self Show drive and motivation, a measured approach and a commitment to learning	Advanced
	Value Diversity Show respect for diverse backgrounds, experiences and perspectives	Advanced
Relationships 	Communicate Effectively Communicate clearly, actively listen to others and respond with respect	Advanced
	Commit to Customer Service Provide customer centric services in line with organisational objectives	Advanced
	Work Collaboratively Collaborate with others and value their contribution	Advanced
	Influence and Negotiate Gain consensus and commitment from others and resolve issues and conflicts	Adept
	Stakeholder Management Build and maintain effective stakeholder relationships	Advanced
Results 	Deliver Results Achieve results through efficient use of resources and a commitment to quality outcomes	Advanced
	Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	Advanced
	Demonstrate Accountability Be responsible for own actions, adhere to legislation and policy and be proactive to address risk	Advanced
Business Enablers	Finance Understand and apply financial processes to achieve value for money and minimise financial risk	Advanced

	Technology Understand and use available technologies to maximise efficiencies and effectiveness	Advanced
	Procurement and Contract Management Understand and apply procurement processes to ensure effective purchasing and contract performance	Adept
	Project Management Understand and apply effective planning, coordination and control methods	Adept

Verification

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

Position holder:

Name:

Signature:

Date:

Supervisor:

Name:

Signature:

Date: