



## ADMINISTRATION AND ACCOUNTS OFFICER

### POSITION DESCRIPTION

**Position Title:** Administration and Accounts Officer

**Award:** Social, Community, Home Care and Disability Services Industry Award (SCHADS)

**Classification:** Social and Community Services Employee Level 4 to level 5

**Location:** Alice Springs

**Employment Type:** Full-Time

**Reports to:** Corporate Services Manager

### 1. POSITION PURPOSE

The Administration and Accounts Officer is responsible for the effective delivery of Waltja's accounts administration, payroll, financial record management and corporate support functions.

The position plays a key role in maintaining accurate accounts payable and receivable systems, payroll administration, reconciliations, financial records and compliance documentation to support the organisation's operational, funding and governance requirements.

Working closely with the Corporate Services Manager, the position assists with financial reporting, audit preparation, funding acquittals, human resources administration, emergency relief administration and organisational governance activities. The role contributes to maintaining strong internal controls, legislative compliance and efficient administrative systems across the organisation.

The position provides guidance and support to administration trainees and contributes to the continuous improvement of financial, payroll and administrative systems across the Corporate Services function.

### 2. KEY RELATIONSHIPS

- Internal:
  - Chief Executive Officer
  - Corporate Services Manager
  - Program Managers
  - Finance and Administration Team
  - Administration Trainees
  - All Waltja Staff
- External:
  - Funding Bodies
  - Auditors
  - Financial Institutions
  - Australian Taxation Office
  - Suppliers and Contractors



- Government Agencies
- Community Organisations and Stakeholders

### 3. CORE RESPONSIBILITIES

#### 3.1 ACCOUNTS ADMINISTRATION AND FINANCIAL RECORDS

- Maintain accounts payable and accounts receivable systems.
- Process supplier invoices, payments, reimbursements and debtor accounts.
- Prepare banking transactions and undertake bank, petty cash and EFTPOS reconciliations.
- Maintain accurate financial records and supporting documentation.
- Process journals, accruals and account adjustments as required.
- Assist with monthly financial reporting and account reconciliations.
- Assist with budget monitoring and expenditure tracking.
- Prepare financial schedules and supporting documentation for acquittals and reporting requirements.
- Maintain fixed asset registers and financial records.
- Ensure financial records are retained in accordance with organisational, audit and funding requirements.

#### 3.2 PAYROLL ADMINISTRATION

- Process weekly and fortnightly payroll within required timeframes.
- Maintain payroll systems and employee payroll records.
- Assist with pay, workers compensation and superannuation reporting requirements
- Process employee commencements, terminations and employment variations.
- Calculate wages, leave entitlements, allowances and payroll adjustments.
- Process superannuation contributions and payroll deductions.
- Prepare and reconcile payroll reports.
- Maintain Employment Hero and payroll software records.
- Ensure payroll compliance with SCHADS Award requirements, Fair Work legislation and organisational policies.
- Respond to payroll enquiries and maintain confidentiality of employee information.

#### 3.3 COMPLIANCE, AUDIT AND REPORTING SUPPORT

- Assist with preparation for annual audits and compliance reviews.
- Prepare reconciliations, schedules and supporting documentation.
- Maintain records required for funding agreements and acquittals.
- Assist with financial, payroll, funding and statutory reporting requirements.
- Maintain compliance registers and supporting records.
- Ensure documentation meets audit, legislative and funding requirements.

#### 3.4 HUMAN RESOURCES AND EMPLOYEE ADMINISTRATION

- Maintain employee personnel files and confidential HR records.
- Prepare employment contracts, contract variations and employment correspondence.
- Coordinate employee onboarding and induction administration.
- Assist with recruitment administration and workforce compliance requirements.



- Maintain staff training, qualification and compliance records.
- Support employee record management and HR reporting activities.

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### 3.5 EMERGENCY RELIEF ADMINISTRATION

- Administer Emergency Relief assistance in accordance with program guidelines.
- Process applications and maintain accurate records and supporting documentation.
- Ensure assistance provided is recorded and reported accurately.
- Prepare routine reports and assist with compliance and acquittal requirements.

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### 3.6 CORPORATE SERVICES AND GOVERNANCE SUPPORT

- Assist with Board and Annual General Meeting administration.
- Maintain governance records and organisational registers.
- Prepare reports, correspondence and administrative documentation.
- Coordinate procurement activities and maintain supplier records.
- Maintain records management and document control systems.
- Support organisational reporting and governance requirements.

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### 3.7 STAFF SUPPORT AND DEVELOPMENT

- Provide guidance and support to administration trainees and junior administration staff.
- Assist with induction and training activities.
- Promote best-practice administrative, payroll and financial management processes.

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### 3.8 CONTINUOUS IMPROVEMENT

- Identify opportunities to improve financial, payroll and administrative systems.
- Assist with implementation of process improvements and new systems.
- Participate in organisational planning and professional development activities.

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### 3.9 WORKPLACE HEALTH AND SAFETY

- Comply with workplace health and safety policies and procedures.
- Report hazards, incidents and near misses promptly.
- Support a safe, healthy and culturally respectful workplace.

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## 4. SELECTION CRITERIA

### 1. Essential:

- Demonstrated experience in payroll administration, accounts payable, accounts receivable and financial administration.
- Experience using accounting, payroll and financial management systems.
- Sound understanding of payroll legislation, superannuation, taxation and employment obligations.
- Experience preparing reconciliations, financial records and compliance documentation.
- Experience supporting audits, acquittals and financial reporting processes.
- Strong organisational and time management skills with the ability to meet deadlines.
- High level attention to detail and accuracy.



- Advanced computer skills including Microsoft Office and financial software systems.
- Strong written and verbal communication skills.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Ability to work independently and as part of a team.
- Current Northern Territory Driver Licence.

2. Desirable:

- Certificate IV or Diploma in Accounting, Bookkeeping, Business Administration or related discipline.
- Experience working in a not-for-profit or Aboriginal Community Controlled Organisation.
- Knowledge of grant acquittals, funding agreements and government compliance requirements.
- Experience using Employment Hero, Xero, MYOB or similar systems.
- Experience supporting Board and governance administration functions.

APPROVAL

<b>Approved by (Name/Title):</b>	Amanda Clarke
<b>Date:</b>	27 <sup>th</sup> Feb 2026