



Boorndawan Willam
Aboriginal Healing Service

Position Title	Payroll and Finance Officer
Team	Corporate Services
Employment Type	Full-time, Fixed Term (12 months)
Salary Range	SCH Level 5
Position Reports to	Executive Officer - Corporate Services
Location	666 Mountain Highway, Bayswater Vic 3153
Delegation	As per BWAHS Schedule of Delegations
Direct Reports	Administration & Finance Officer (Brokerage)
Suitability for remote work	Possible one day/week after probation - due to collaboration requirements

About BWAHS

Boorndawan Willam¹ Aboriginal Healing Service (BWAHS) is the lead Aboriginal-specific family violence service for the eastern metropolitan region of Melbourne. Established in 2006 and transitioning to an independent Aboriginal Community Controlled Organisation in 2019, BWAHS delivers trauma-informed, culturally grounded responses to individuals, families and community experiencing, or at risk of, family violence.

Our engagement and support for our communities' healing journey are vital – wholly underpinned and guided by culture.

Our services include:

- Intensive Case Management
- Integrated Child & Family Services
- Alcohol, Other Drugs & Gambling Support
- Deadly Tomorrows (AFVITH)
- Therapeutic Services for women, children, young people & families
- Therapeutic Group Programs
- Services within The Orange Door (TOD)

Role Purpose

This is a critical role at BWAHS as it is responsible both for ensuring employee pay and entitlements are timely and accurate and that essential client need is met.

The Payroll and Finance Officer manages all payroll queries as well as all accounts payable and receivable functions and oversees the Flexible Funding (client brokerage) reconciliation and acquittals.

This role ensures compliance with relevant legislation, industrial instruments, company policies and financial controls, while providing high-quality support to employees and suppliers.

[1] Boorndawan Willam is a phrase from Wathaurong and Woiwurrung languages meaning "safe house," with Boorndawan meaning 'safe' and Willam meaning 'house'.

Key Responsibilities

End-to-end Payroll processing

- Process end-to-end payroll on a fortnightly basis.
- Ensure payroll is accurate to employee records including contracts, tax declarations, superannuation, leave balances and timesheets.
- Ensure compliance with Fair Work legislation, modern awards, enterprise agreements, taxation, PAYG tax rules, superannuation legislation, salary packaging, portable long service leave and other statutory requirements.
- Reconcile payroll accounts, manage payroll journals, complete quarterly and annual payroll processes.
- Respond promptly to employee payroll queries and provide clear guidance on payroll-related matters in a timely and confidential manner.
- Prepare payroll reports for management as required.
- Ensure the privacy and confidentiality of staff member information.

Accounts

- Manage the full accounts payable cycle, including approval mechanisms, coding and processing invoices within delegated authority and preparing batch payments on a weekly basis.
- Raise invoices and manage accounts receivable.
- Prepare weekly/fortnightly payment runs and ensure suppliers are paid on time.
- Reconcile supplier statements and resolve discrepancies.
- Maintain accurate accounts payable records and supplier information.
- Ensure compliance with internal purchasing and financial approval policies within the organisational delegation of authority.

Management, Flexible Funding (Brokerage)

- Provide direction and support to Administration and Finance Officer (Brokerage) .
- Oversee brokerage mechanisms.
- Ensure monthly, quarterly and annual reconciliation and acquittals are prepared and submitted.
- Ensure urgent client expense needs are addressed and recorded in a timely manner.

Financial Compliance

- Actively contribute to month-end and year-end procedures, including acquittals and reconciliations.
- Work with the broader finance team on audits and compliance reviews.
- Identify challenges and implement process improvements and positive solutions.
- Maintain confidentiality and adhere to BWAHS privacy and security policies.

Key Selection Criteria

Essential

- Minimum 2 years' experience with end-to-end payroll processing, accounts payable and receivable
- Sound knowledge of payroll legislation, awards, salary packaging, portable long service leave and superannuation obligations.
- High level of accuracy and attention to detail along with strong organisational and time-management skills.
- Experience using payroll and accounting systems.
- Proven ability to handle confidential information appropriately.
- Well-developed communication skills.
- Ability to be proactive to identify inefficiencies and implement process and system improvements.

Desirable

- Experience supervising direct report/s.
- Experience in the not-for-profit or community services sector.
- Demonstrated knowledge and understanding of the Victorian Aboriginal community, particularly in relation to the impact of family violence on Aboriginal women, children, families and communities.
- Knowledge of government-funded program reporting requirements.
- Relevant qualification in accounting, finance or payroll administration.
- Experience with ELMO Payroll and/or Xero Accounting systems will be well regarded.

Key Attributes for all Employees

- Commitment to BWAHS Vision, Mission, Values and Principles.
- Capacity for self-assessment, reflection and emotional intelligence.
- Ethical and culturally aware practice.
- Strong communication and collaboration skills.
- Accountability and adherence to professional standards.
- Willingness to contribute to projects and tasks outside of core role to support the wider BWAHS team.
- Compliance with Workplace Health & Safety and Privacy requirements.

Acknowledgement

I acknowledge that I have received a copy of the Position Description and have read and understand its contents.

Employee Name:

Employee Signature:

Date: / /

Manager's Name:

Manager's Signature:

Date: / /