

## Position Description – Payroll and Accounts Officer

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| <b>Position</b>              | Payroll and Accounts Officer                                                                         |
| <b>Organisation</b>          | Refugee and Immigration Legal Service (RAILS)                                                        |
| <b>Location</b>              | On site<br>Level 3, 43 Peel Street, South Brisbane                                                   |
| <b>Reports to</b>            | Operations Director                                                                                  |
| <b>Direct Reports</b>        | Nil                                                                                                  |
| <b>Industrial Instrument</b> | Social, Community, Home Care and Disability Services Industry Award (SCHADS Award MA000100), Level 4 |

### About RAILS

The Refugee and Immigration Legal Service (RAILS) is a community legal centre based in South Brisbane. For over 40 years, RAILS has provided free legal assistance and education in immigration and refugee law to people in Queensland.

RAILS assists some of the most vulnerable people in our community, predominantly refugees, asylum seekers and people who have experienced family violence. RAILS strives to empower them and help them find and remain in safety.

RAILS is a member of Community Legal Centres Australia and is registered as a Charity with the Australian Charities and Not-for Profit Commission. RAILS genuinely values our staff and our workplace is ethical, supportive, positive and inclusive.

### Purpose of the role

The role provides accurate and timely finance administration support, helping to maintain well-organised and reliable financial operations in support of RAILS' purpose.

The Payroll and Accounts Officer processes accounts and payroll as well as completing other routine financial administration tasks ensuring that financial information is maintained reliably. Tasks are required to be undertaken respectfully, accurately and in line with RAILS' values, policies and procedures while maintaining constructive relationships with colleagues and stakeholders.

## Role responsibilities

| Key focus area      | Activities                                                                                                                                                                                                                                                                                                                                                                                                                                   | Measures of success                                                                                                                                                                     |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Accounts payable    | <p>Payment of accounts to all suppliers</p> <p>Setting up new supplier accounts and maintaining existing vendor accounts</p> <p>Liaising with suppliers in relation to any invoice discrepancies or supplier enquiries</p> <p>Reconciliation of supplier accounts and the investigation and resolution of any discrepancies</p> <p>Ensuring expenses are tracked to relevant expense lines</p> <p>Other Accounts Payable tasks as needed</p> | <p>Accurate and timely payments made to suppliers</p> <p>Accurate and timely recording of expenses in RAILS' accounting software</p> <p>Adherence to RAILS' policies and procedures</p> |
| Accounts receivable | <p>Issuing of invoices</p> <p>Reconciling funds received to existing funding agreements, donation records and other invoices</p>                                                                                                                                                                                                                                                                                                             | <p>Accurate and timely issuing of invoices</p> <p>Accurate and timely reconciliation of income received</p> <p>Adherence to RAILS' policies and procedures</p>                          |
| Payroll and related | <p>Fortnightly payroll processing (in-house), including superannuation</p>                                                                                                                                                                                                                                                                                                                                                                   | <p>Accurate and timely payments made to employees</p>                                                                                                                                   |

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|                        | <p>Payment of salary sacrifice and packaging (outsourced)</p> <p>Processing meal allowances and mileage payments</p> <p>Employee record maintenance in RAILS' systems</p> <p>Preparation and processing of termination payments</p> <p>Reporting on entitlements use</p> <p>Answering staff queries about entitlements, wages and other related matters</p> <p>Supporting QLeave reporting and reimbursement requests</p> | <p>Accurate records maintained in RAILS' accounting software</p> <p>Adherence to RAILS' policies and procedures</p> |
| Credit card processing | Reconciliation and recording of payments made via debit card                                                                                                                                                                                                                                                                                                                                                              | <p>Accurate and timely records maintained</p> <p>Adherence to RAILS' policies and procedures</p>                    |
| Bank reconciliations   | End of month reconciliation                                                                                                                                                                                                                                                                                                                                                                                               | Accurate and timely reconciliation completed                                                                        |
| Other                  | <p>Identify and escalate potential discrepancies with financial processes and policies</p> <p>General accounting, bookkeeping and reporting assistance from time to time</p>                                                                                                                                                                                                                                              | Adherence to RAILS' policies and procedures                                                                         |

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|  | <p>Project work as agreed from time to time including system and process enhancements</p> <p>Team support – supporting other team members and leave coverage within the finance team.</p> <p>Assist in other finance support tasks as directed by the Operations Director</p> |  |
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## Selection criteria

### Essential

- Demonstrated experience in a similar role for a minimum of 1.5 years, with good knowledge of accounting principles, GL processes and financial controls.
- Demonstrated ability to communicate with colleagues and stakeholders in a professional, effective and productive manner
- Excellent attention to detail
- Excellent ability to manage competing priorities and work efficiently
- Proficiency working with Microsoft Office tools, specifically Excel
- Aligned to the values, vision and mission of RAILS

### Desirable

- Understanding of NFP salary packaging, the SCHADS Award and grant income
- Demonstrated ability to work with MYOB