

ROLE DESCRIPTION

TITLE:	Payroll & Accounts Officer
EMPLOYMENT STATUS:	Part-time 0.2 EFT – 7.6 hours per week Remote Fixed Term
AWARD DETAILS:	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS)
SALARY:	Award Level 2.4 plus superannuation, generous salary packaging available
REPORTS TO:	Finance Manager
LIAISES WITH:	EDV managers, EDV staff, salary packaging providers, creditors and other external stakeholders

ABOUT US

Eating disorders are complex and debilitating mental illnesses that affect up to 1 in 10 people. Like any mental health disorder, they are not the fault of the individual and can affect anyone no matter their age, gender or background. While serious, eating disorders are treatable. With the right support, full recovery is possible for everyone.

Eating Disorders Victoria (EDV) is the trusted guide for Victorians affected by eating disorders. We help people get the support they need to inspire hope and ensure the earliest possible recovery.

How we work

We are a committed, engaged and progressive community health service who value innovation. We are known for developing and delivering eating disorder services that can't be found anywhere else in Australia, or even the world. We are a strong voice for people affected by eating disorders and actively advocate for our eating disorder affected community at state and national level.

We pride ourselves on being a vibrant place to work, where creativity, collaboration, and lived experience are highly valued and supported.

Our work is guided by our values of **Courage, Lived Experience, Authenticity, and Optimism**.

Where we are going

We are moving through an exciting time of reform in Victoria's Mental Health System and have every intention of ensuring eating disorders are fully supported in this new system. We want eating disorders to be considered core business when it comes to mental health, so that more Victorians are identified, diagnosed and put on the path to recovery, sooner.

We are focused on delivering high quality, data-driven community services that demonstrate the impact of our work, while underscoring the growing community demand for specialised eating disorder services. Underpinning this is an evolving culture of strong clinical governance, which supports the wellbeing of staff, volunteers, and our service users.

We consider the lived experience workforce to be pivotal to the future of eating disorder treatment and are positioned to be leaders in this emerging field.

ROLE STATEMENT

Reporting to the Finance Manager, this role will support the accurate, complete and timely processing of EDV's payroll as well as Accounts Payable, Accounts Receivable, and other Administration tasks.

KEY ROLE RESPONSIBILITIES

Payroll processing	• Process EDV's fortnightly payroll accurately and within required timeframes. • Review and process timesheets, leave applications, and other payroll-related information. • Calculate wages, allowances, deductions, and other employee payments as required. • Ensure the accurate processing of new employees, changes to employee details, and employee separations. • Prepare payroll information for review and approval in accordance with EDV's financial delegations. • Respond promptly and professionally to employee payroll queries.
Payroll Systems and Administration	• Maintain accurate employee and payroll information within EDV's payroll and accounting system MYOB AccountRight. • Identify and investigate payroll discrepancies and correct errors promptly. • Assist with improving payroll processes, systems, and internal controls. • Contribute to the development and maintenance of payroll procedures and documentation.
Accounts payable and receivable	• Process accounts payable and accounts receivable in MYOB • Respond promptly and professionally to supplier queries. • Monthly reconciliation and top up of our Debit card • Follow up overdue accounts receivable. • Other duties as required

KEY SELECTION CRITERIA

Essential:

- Demonstrated experience in end-to-end payroll processing as well as accounts receivable and accounts payable processing
- Sound knowledge of Australian payroll requirements, including PAYG withholding, superannuation, leave entitlements, salary packaging and payroll record-keeping.
- Experience using payroll and/or accounting software such as MYOB or Xero
- High level of accuracy and attention to detail.
- Strong numerical, analytical, and problem-solving skills.
- Ability to manage regular deadlines and prioritise work effectively.
- Demonstrated ability to handle confidential and sensitive information with discretion.
- Strong organisational and administrative skills.
- Well-developed written and verbal communication skills.
- Ability to work independently while also contributing effectively as part of a small, collaborative team.

Desirable:

- Experience working in the not-for-profit, charity, health, or community services sector.
- Experience with payroll under the SCHADS Award.
- Experience with MYOB, Employment Hero or similar payroll systems.
- Understanding of salary packaging arrangements in the not-for-profit sector.
- Experience supporting payroll reconciliation, audit and finance processes.
- A qualification in bookkeeping, payroll, accounting, or related discipline.

LIVED EXPERIENCE AT EDV

At EDV we have a commitment to supporting employees with lived experience through a range of supports, and our Wellbeing Framework.

- ✓ Please note candidates who have lived experience of an eating disorder must align with the 'recovered' definition below.
- ✓ Candidates who have lived experience of caring for a person with an eating disorder must align with the definition of 'non-active carer' below.

Recovered: a person who identifies as having engaged in a recovery journey from an eating disorder and can manage their own wellbeing in alignment with the below indicators:

- ✓ Can reflect and learn from their experience and has achieved emotional distance from their experience.
- ✓ Is open to, and able to consider a wide range of different eating disorder experiences.
- ✓ Can manage their own mental health and can recognise and seek help when at risk.

Recovering: A person is recovering from an eating disorder when they are actively engaged in eating disorder treatment and are currently experiencing physical, psychological, or behavioural symptoms of an eating disorder.

Non-active carer: a person who has provided active care for an individual experiencing an eating disorder who now fits the 'Recovered' or 'Recovering' definitions, as above. They may still be involved in providing support and care, but not in the same active capacity for a period of two years.

CONDITIONS OF CONTRACT

Employment conditions:

- Normal working hours will be between 9:00am to 5:00pm on Mondays and Thursdays.
- Other conditions as mandated by the Fair Work Act.
- Subject to satisfactory Working with Children Check, National Police Check and completion of Conflict-of-Interest Declaration.
- Probationary period will apply (6 months).

Wellness Plan:

EDV acknowledges that the work in this sector can be challenging and stressful, which can impact all employees, volunteers, and students' personal wellbeing and mental health. Therefore, **it is mandatory for all staff to complete a 'Wellness Plan'**. This important document acknowledges that in times of stress, a commitment to positive mental health practices and support can improve resilience and wellbeing.

Ethical requirements: All EDV staff are required to adhere to the EDV Code of Ethics, Code of Conduct, Core Values and guiding principles and relevant organisational policies, practices and guidelines.