

Position Description Finance & Payroll Manager POSEA3021 ISO9001 Approved by Belinda Puckey Next Revision: 01/07/2027	Location:	Richmond
	Traditional Land Owners:	Wurundjeri People
	Classification:	SCHADS Level 7
	Reports To:	Executive Manager Business Services & Company Secretary.
	Direct Reports:	Accountant; Finance Officer; Payroll Officer

Odyssey Victoria (OV) is a place of hope and positive change for individuals working towards breaking their pattern of addiction. At OV we believe that every person should have the opportunity to change and grow. Our diverse teams work with individuals, families, and communities to reduce drug use, improve mental health, and reconnect people to their family and the community. The Odyssey name reflects the courageous journey of self-discovery and change that our clients undertake.

Position objective

The Finance & Payroll Manager is responsible for all input to, and output from, the corporate suite of accounting systems including general ledger, accounts receivable, accounts payable, payroll and related financial record systems across OV.

Role responsibilities

Working under limited direction, the position takes responsibility for the following broad range of finance and accounting functions, for which operational policies, practices and guidelines may need to be developed. Exercising managerial control, the position undertakes managerial functions under a wide range of conditions to achieve results in line with organisation goals, involving planning, direction, control and evaluation of operations. The position is responsible for complex decision-making, the provision of expert advice, providing consultation and assistance and setting deliverables within relevant work areas.

The position is responsible for establishing finance and accounting procedures which impact on activities undertaken and outcomes achieved by the organisation. The position exercises managerial control, involving planning, direction, control, and evaluation of finance-related operations including developing, and implementing significant procedures, reviewing to determine their effectiveness, and developing

appropriate methodology and providing analysis and interpretation of related legislation.

Key responsibilities for this position include:

Payroll Management

- Manage the delivery of effective and efficient payroll operations across Odyssey Victoria with oversight of the assessment and production of the fortnightly and off-cycle payrolls.
- Ensure the appropriate payment, disbursement, checking, and reconciliation procedures are in place and undertaken in a timely manner.
- Develop, review, and improve payroll policies and procedures.
- Ensure all payroll information and records are maintained in accordance with statutory requirements.
- Support all internal and external audits related to payroll.
- Manage and resolve issues relating to payroll production.
- Implement exception reporting and audit schedules, to enable a proactive approach to errors and ensure payroll can anticipate and rectify errors before they occur.
- Ensure that payroll system upgrades, development and workflows are managed and maintained efficiently and effectively.
- Resolve any payroll discrepancies and keep a balance of all payroll accounts.
- Monitor and implement up to date information on changes to payroll and tax legislation.
- In conjunction with the Executive Manager Business Services & Company Secretary, ensure appropriate risk management and business continuity strategies are designed and implemented within the payroll team.
- Work with the People and Culture team to jointly manage data integration between the payroll and HR systems.
- Produce payroll and leave reports for end of month reporting.
- Support any external payroll audits.

Financial Management

- In partnership with the Accountant, produce and distribute monthly End of Month (EOM) financial reports for all programs, provide managers with accurate financial information and support to assist with review and performance monitoring.
- Promote financial accountability and capability across Community Services through coaching, education and support for managers in the interpretation and use of financial

information.

- Assist in the preparation and development of Board, Committee and Executive reports by providing financial analysis, budget commentary, forecasts, performance metrics and other information to support strategic decision-making.
- Monitor the Debtors Ledger, following up outstanding amounts and undertaking monthly debt collection.
- Prepare all ATO related returns, including the BAS, in accordance with the ATO's schedule.
- Prepare financial acquittals as required.
- Review and improve payroll, accounting and financial policies, procedures and forms.
- Assist with the external audit process.
- In collaboration with the Business and Finance Manager Residential Services, review the corporate suite of finance and accounting systems to ensure stakeholder needs are met and recommend and/or implement additional and/or replacement systems where appropriate.

Staff Management and Development

- Provide direction, leadership, and support to relevant direct reports, ensuring adequate staffing levels are maintained in the delivery of payroll and accounting services.
- Ensure relevant staff are appropriately qualified, professionally supervised and provided with regular feedback regarding their performance, and that they have access to structured and regular line management supervision with an ongoing focus on performance and cultural alignment.
- Monitor all assigned compliance training and training commensurate with the role of each staff member for timely completion.
- Apply performance management techniques to monitor and demonstrate achievement of agreed service levels with a focus on continuous improvement.
- Conduct annual performance and development reviews (PDR's) for direct reports and develop work plans for staff in consultation with the Executive Manager Business Services & Company Secretary.
- Complete all employment workflows relating to various staffing needs and changes in a timely and efficient manner according to P&C processes.
- Work collaboratively with People and Culture in all aspects of human resources management and resource allocation.
- Work collaboratively with the Business and Finance Manager, Residential Services to develop a comprehensive understanding of residential programs and associated financial management.

- Provide support to team members and assume key responsibilities during periods of leave to ensure continuity of service within the finance team.

General

- Actively promote and adhere to the OV Child Safety policy and procedures to assist OV to maintain a child safe organisation and support colleagues to engage in child safe practices.
- Demonstrate understanding of intersectionality and apply inclusive practice when working with people from all cultures, genders, sexualities, bodies, abilities, spiritualities, ages and backgrounds.
- Contribute to and support the delivery of OV strategic goals, organisational priorities and key projects, including the provision of financial insight and advice to support successful outcomes.
- Bring a fresh perspective to finance and payroll systems and processes, identifying opportunities to streamline workflows, reduce duplication and improve efficiency and service delivery.
- Lead and uplift the finance and payroll team by building capability, supporting collaboration and maintaining a respectful and inclusive team culture in which each team member's contribution is valued.

Key Selection Criteria

1. Membership of, or eligibility for membership of, a recognised professional accounting body such as CPA or CA Australia and New Zealand.
2. A minimum of ten years' experience with demonstrated experience in senior finance and accounting roles or comparable experience in a similar role; demonstrated success in leading, developing and uplifting a team.
3. Significant payroll, finance and accounting experience, and a sound level of financial and business acumen.
4. Comprehensive working knowledge of employment legislation, including the National Employment Standards and modern award coverage, for payroll purposes.
5. Knowledge and understanding of the GST.
6. Good analytical skills and attention to detail.
7. Highly developed communication and conflict resolution skills.
8. A collaborative and flexible working style.
9. A demonstrated commitment to teamwork and the ability to take appropriate individual and team responsibility for tasks/projects.
10. Strong organisational skills with a demonstrated ability to meet deadlines, balance competing demands, and prioritise work effectively.
11. Excellent information technology skills, including high-level proficiency in Microsoft Office suite, accounting and payroll software such as MYOB and Employment Hero.

Essential Requirements

- Relevant accounting qualification and professional body membership.
- Empathy for those whose lives have been affected by problematic alcohol and other drug use and/or mental health disorders.

- Satisfactory outcome of a confidential Police Check and Working with Children Check. OV is committed to child safety and is a child safe organisation.
- Eligibility to work in Australia.

Desirable Requirements

- Demonstrated commitment to ongoing professional development.
- Current knowledge of professional accounting standards.
- Possession of a current Victorian Driver's Licence
- Experience leading and/or working within a small multidisciplinary team.
- Experience in the not-for-profit sector, with an understanding of operating within constrained budgets and maximising available resources.

Our Reconciliation Action Commitment

Odyssey Victoria's commitment to reconciliation with Australia's first nation peoples, means that we prioritise a workplace that welcomes, supports, and employs Aboriginal and Torres Strait Islander peoples, and we value their unique contribution to our organisation.

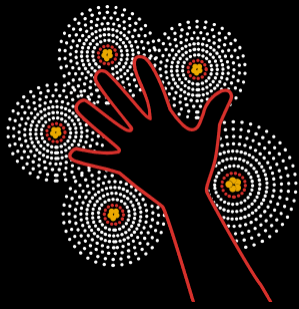
We will act in ways that promote reconciliation between our Aboriginal clients and our staff, and to contribute to the healing that is needed. We will assist with, and prioritise, Aboriginal and Torres Strait Islander job applications and treatment referrals. We commit to celebrating local and national dates of significance, and we will Acknowledge Country when we meet together. We will respect the histories and cultures of Aboriginal and Torres Strait Islander peoples and acknowledge their unique status as the traditional custodians of this land and its waters.

Our Diversity Commitment

At Odyssey Victoria, we value diversity and believe that employing people with a range of backgrounds and abilities brings a variety of ideas, perspectives and experiences that will enhance the relevance, safety, and effectiveness our services.

We will promote a workplace that actively seeks to encourage people with disabilities, LGBTQIA+ people, young people, older Australians, and people from diverse cultural, linguistic and faith backgrounds to apply for employment with us. We are committed to ensuring that a diverse range of people are welcomed, valued, and supported in their roles.





Our values

We promote hope for change and expectation to reach one's full potential. We encourage perseverance and innovation to make a real difference in people's lives. We uphold the pillars of Respect, Concern, Honesty, Trust, and Love. Our values are promoted among the residents, staff, and clients of Odyssey Victoria.

This artwork, inspired by Chris Thorne, represents counting the pillars on one hand.