

ANAM CARA GEELONG

The Highest Standards of Care

**Position Description:
Payroll & Finance Officer**



Position Title	Payroll and Finance Officer
Position Reports To	Executive Director of Finance and Operations
Location	Geelong, Victoria
Employment Status	Part-time
Industrial Instruments	Health Professionals and Support Services Award 2020 National Employment Standards (NES)
Organisational Level	Administrative
Direct Reports	Nil

About Anam Cara Geelong

Anam Cara Geelong (Anam Cara) is a not-for-profit organisation. **Our Vision** is that everyone has the opportunity to live with dignity, experience quality of life at end-of-life, and to die well in the place they choose. **Our Purpose** is an empowered and informed community where people make informed choices, and they are in control of their own care.

We are committed to offering support to people, their families and carers who are seeking person-centred palliative and end of life care within the Geelong and wider region. Our services include 24-hour end of life care, day and overnight palliative care, community outreach and equipment loan. Care occurs in a unique, home like environment with best practice clinical care including support from trained palliative care volunteers. The focus of person-centred palliative care is on the quality of life, symptom management and comfort.

At Anam Cara **Our Values** guide us to show Compassion, Accountability, Respect, Excellence and Dignity.

Position Overview

The Payroll and Finance Officer is responsible for supporting the financial and administrative operations of Anam Cara. This includes processing day-to-day finance and payroll transactions as well as providing timely assistance to staff and suppliers regarding administrative and payroll-related enquiries.

Key responsibilities include oversight of the payroll function, ensuring accurate and efficient end-to-end processing on a fortnightly basis. This includes the collection and entry of timesheets, coordination of leave arrangements, superannuation contributions, and payment of wages to employee bank accounts.

Reporting to the Executive Director of Finance and Operations, this role will also provide support with financial tasks and reporting on a daily, weekly, monthly, and annual basis, as required.

Key Responsibilities / Accountabilities

Finance and Payroll

- Processing of day-to-day finance transactions including cash transactions, supplier invoices, bank payment files and credit card transactions.
- Maintenance of assets register, accounts payable, accounts receivables.
- Review and reconciliation of monthly supplier statements.
- Completion of bank reconciliations and credit card statements.

- Preparation of monthly GST/ quarterly BAS and ISA - PAYG reports.
- Resolve supplier complaints relating to accounts payable
- Reconcile creditor accounts and reconcile payments
- Reconcile all invoices to purchase orders
- Assist Director of Finance and Operations with month end
- Preparation of reports as requested by management from time to time.
- Preparation of raising invoices for residents at Anam Cara and reconciliation of payments received.
- Maintain donor and pledge registrar and arrange credit card payments.
- Adhering to Anam Cara quality policies and procedural documents.
- Liaise with all staff for timesheet/ hours to be collated.
- Process fortnightly payroll for all staff, amend/ adjust any discrepancies as required.
- Process superannuation, arrange any salary packaging and send off file electronically to individual funds.
- Liaise with WorkSafe Victoria and arrange payment for the insurance premiums.

Administration

- Perform administrative duties, archive filing and general office management responsibilities.
- Maintaining relevant Outlook inboxes for incoming supplier emails/ invoices.
- Proficient in Microsoft Office suite (including Outlook, Word, Excel, Teams and PowerPoint).
- Relevant competency in payroll application.
- Raise tax receipts for donors and arrange thankyou letters.
- Liaise with auditors annually.

People and Culture

- Cultural values are clearly defined and embodied throughout the organisation
- Cultural values are considered in carrying out all interactions including with guests, team members, consulting clinicians and external agencies
- Performance is reviewed and feedback provided as part of a regular cycle of activities.
- Commit to taking reasonable precautions to maintain privacy and non-disclosure of confidential information pertaining to guest care, staff, volunteers, visitors, family members operations and affairs without consent.

Occupational Health and Safety (OH&S)

- Participate in best practice and delivery of OH&S and Emergency Management Procedures, encourage staff, guest, volunteers and visitors to be aware of the requirements.
- Maintain an understanding of individual responsibility for patient safety, quality and risk and contribute to organisational quality and safety initiatives.
- Accept responsibility for ensuring the implementation of health and safety policies and procedures and cooperate with the Anam Cara in any action it considers necessary to maintain a safe working environment which is safe and without risk.
- Report and record all incidents, mishaps and losses, investigate and ensure corrective actions are implemented as far as reasonably practical.

Equal Opportunity

- Foster an environment free from unlawful discrimination, harassment, vilification and bullying.



Other

- It is not the intention of this position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position.
- The accountabilities described within may be altered in accordance with the changing requirements of the role.

Key Selection Criteria

- Relevant qualifications in administration, finance and payroll coupled with 1-2 years' experience.
- High attention to detail and demonstrated ability to grasp new information and answer queries quickly and accurately.
- Knowledge of accounting/payroll systems (MYOB and Microkeeper experience).
- Strong organisational skills with the ability to manage multiple tasks simultaneously.
- Flexibility and adaptability to respond to changing priorities and demand.
- Excellent written, verbal communication and analytical skills.
- A proactive, solutions-focused approach and strong attention to detail
- Strong stakeholder and relationship management skills
- Strong problem-solving skills and ability to execute solutions in a logical manner

Other Requirements

- Current National Criminal Police Check
- Influenza immunisation vaccination and Covid19 vaccination prior to commencing.

Key Relationships

Internal

- Clinical Team
- People & Culture
- Administration Team
- All team members

External

- External providers and contractors
- Suppliers

Acceptance of Offer

I understand the role, responsibilities and outcomes required to successfully meet the requirements of this position and I accept this Position Description.

Name

Signature

Date