

1. Position Identification

Title:	Payroll & Accounts Payable Officer	FHL Level:	5
Department:	Finance	Agreement/Award:	EBA
Reporting to: <i>(Position)</i>	Finance Manager	Date last updated: By whom:	October 2020 People & Culture

2. Purpose of Position

The Payroll and Accounts Payable Officer manages the end to end processing of accounts payable and payroll across the organisation.

3. Key Working Relationships

Internal: All Staff	External: Suppliers/Creditors Banks ADP Auditors
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4. Accountabilities and Responsibilities

Processing Functions

- Day-to-day management of all the accounts payable processes, which includes daily processing of creditor invoices, management of accounts mail & inbox, logging/posting of invoices, following up authorising of invoices and reconciliation of creditor statements.
- Weekly payment NRAS, BPays, and Tenant Refunds.
- Liaising with Creditors in relation to queries.
- Liaise with internal staff in relation to accounts payable queries.
- Manage, review and arrange all creditor invoices for payment ensuring prior approval before payment is made in line with company policy.
- Manage the company credit card process including all new applications, cancellations, maintenance of FlexiPurchase software, reconciliations and all communications pertaining to credit cards.
- Manage month end processing; including reconciliations, adjustments & journals for creditors and credit cards.
- Confidentiality in regards to all tenant, supplier and internal employee information.
- Assisting in the preparation for annual audit and other independent review processes
- Upkeep and maintain procedures relating to this position.
- Maintaining filing for financial records and documents thoroughly and accurately.
- Payment of Tenant refunds and daily transfers.
- Role cover for Finance & Accounts Receivable Officer during leave, peak periods or as required.
- Other duties as required.

Payroll Functions

- Manage employee profiles including set up and amendments in ADP.
- Preparing of payroll on a fortnightly basis, upkeep of payroll records and journals.
- Complete month end accruals and provision journals and reports for authorisation.
- Complete Payroll Reports as required

Job Description

5. Safety Awareness

You will act in a manner that is consistent with FHL's duty of care requirements, including but not confined to;

- Take reasonable care to ensure your own safety & not risk others by any act or omission.
- Follow all safe work practices and procedures
- Use personal protective equipment as identified for individual tasks
- Take immediate action on any identified hazards
- Report any incidents or injuries to both manager and HR

6. Culture and Values

Solution Focused

We work together to find solutions that benefit our people and customers

Caring

We care for others and display empathy, fairness and respect

Honest

We act with integrity and own our decisions

7. Work Related Requirements/Selection Criteria

Essential Criteria

- Previous accounting or finance experience.
- Proficiency in data entry and the use of computerised accounting software.
- Previous experience in payroll processing.
- Intermediate computing skills, including Microsoft Office suite.
- Strong organisational, prioritisation and attention to detail skills.
- Strong decision making, problem solving and analytical skills.
- Ability to work under pressure and meet deadlines
- Ability to work autonomously and as part of a team.
- Excellent communications skills (both written and verbal).
- Ability to deal sensitively with confidential matters.
- Strong customer service focus.

Work Related Requirements

- National Police Clearance.
- Current WA Drivers Licence

Desirable Criteria

- Accounting qualification or equivalent.
- Knowledge of Dynamics 365 Business Central Financial Management System
- Knowledge of Chintaro Management System.
- Previous experience with ADP Payline.

8. Position Dimensions

Number of staff directly reporting to position	N/A
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Job Description

Work Locations	Leederville
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Employee Name: _____

Signature: _____ Date: _____