

SENIOR FINANCE AND PAYROLL COORDINATOR (0.8EFT)

POSITION DETAILS

TITLE:	Senior Finance and Payroll Coordinator
UNIT:	Finance Team
TIME FRACTION:	Part Time 0.8 EFT
GRADE:	Level 6, SCHADS Award 2010
POSITION RELATIONSHIPS:	Finance Manager
QUALIFICATIONS:	Masters/ Bachelor Degree in Accounting/ or Diploma in Accounting with significant experience in payroll management
PRINCIPAL LOCATION:	Head Office - Level 4 - 255 Bourke Street, Melbourne

POSITION PURPOSE:

The primary responsibility of the Senior Finance and Payroll Coordinator is to prepare the fortnightly payroll process accounts payable and receivable, support the Finance Manager and other program team members. The role will need to ensure all payroll and account functions are undertaken as per accounting standards and policies. The role will step in and cover the Finance Manager's responsibility when the staff member is away on holidays or training,

ORGANISATIONAL OVERVIEW

Relationship Matters is a not-for-profit organisation that aims to promote healthy, respectful and fulfilling relationships within the Victorian community.

We provide a range of relationship services including:

- Individual Counselling
- Relationship Counselling
- Family Therapy
- Relationship Learning Services
- Family Dispute Resolution and Mediation
- Family Violence Programs
- VicRoads Safe Driving Program

At Relationship Matters, we also recognise that work and life are intimately connected, and we offer workplace services for employers and employees through Employee Assistance Programs (EAP) and our Business Services division, Relationship Matters in the Workplace.

Relationship Matters has been supporting the community through counselling and education for over 70 years and was established and supported by the Anglican Diocese over the years. Relationship Matters has a long history in marriage guidance and relationship counselling in Australia and is very proud to support marriage equality. Relationship Matters is now one of the largest providers of counselling and mediation services in Victoria, with nine physical sites in Metropolitan Melbourne and regional Victoria.

Relationship Matters recognises relationships in all their diversity and our services are offered to individuals, couples and families inclusive of sexual orientation, gender identity, ethnicity, religion, ability or socio-economic circumstance.

MAJOR RESPONSIBILITY AREAS

Payroll

These responsibilities involve the comprehensive management of payroll functions, from processing salaries and allowances to maintaining records, complying with regulatory requirements, and enhancing processes for staff benefits and efficiency.

- Manage payroll for approximately 60 to 80 staff, ensuring accurate and timely preparation of fortnightly salaries for both staff and consultants.

- Prepare the fortnightly pay which includes processing overtime, shift allowances, leave, and travel reimbursements.
- Maintain payroll records, including timesheets and leave records, and prepare all payroll, superannuation payments, and authorized payroll deductions for reconciliation.
- Process salary increases and calculate back pays as needed.
- Handle end-of-year processing and reconciliation, including the preparation of payment summaries indicating fringe benefits provided.
- Reconcile payroll-related General Ledger accounts.
- Process amendments to regular salaries, such as variations to standard hours, leave, and workers' compensation.
- Complete a salary reconciliation after each pay period to ensure accuracy.
- Process employee expense reimbursements in accordance with relevant policies and procedures.
- Administer the Employee salary sacrifice scheme provided by Access Pay (an external provider)
- Collaborate with the Human Resources department to continuously improve payroll processes and promote staff benefits for attraction and retention.
- Prepare monthly calculations of PAYG for ATO reporting and liaise with external payroll consultants as necessary.
- Maintain a salary reconciliation system and generate required internal reports.
- Implement adjustments in line with award changes and internal reviews.
- Calculate and process annual leave, Long Service Leave adjustments, and termination payments in coordination with the HR department and relevant internal/external providers.
- Address any staff queries or concerns related to payroll.

Accounts

- These functions encompass various financial and accounting tasks, including managing payables and receivables, maintaining financial records, complying with regulatory requirements, and assisting in audit-related activities.

Accounts Payable:

- Process accounts payable, including handling creditor invoices and payments; Raise invoices following policies and procedures; Issue credit notes in accordance with authorization policy.

Accounts Receivable:

- Process accounts receivable, including reconciliation of debtor accounts; Follow up on outstanding debtors to ensure timely payments.

Banking and Financial Records:

- Enter credit card transactions; Reconcile petty cash; Perform bank reconciliation to ensure accuracy of financial records; Maintain the organization's Fixed Asset Register and associated reporting; Maintain banking transactions and associated reporting.

End of Month Activities:

- Prepare End of Month Journals as directed; Prepare 'end-of-month' reporting as required.

Auditing and Compliance:

- Liaise with auditors regarding payroll and accounts receivable.
- Ensure compliance with statutory and taxation authorities and adhere to required deadlines, including GST, PAYG, Super, Work Safe, and insurances.

Additional Responsibilities:

- Provide backup support for Finance Manager when the staff member is on leave.
 - Prepare invoices for all services and programs of Relationship Matters using relevant platforms.
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Continuous Quality Improvement

- Take a proactive role to promote, develop, improve and comply with all Relationship Matters Policies and Procedures for finance functions.
 - Evolve a culture of continuous improvement to achieve effective service delivery, exceptional accreditation and compliance.
 - Assist the Leadership Team and Quality Staff to develop and implement a program of clinical governance and continuous quality improvement, in order to maintain accreditation under relevant Services Standards as required by funding bodies
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Workplace Health and Safety

- Promote and comply with safety in the workplace.
- Take reasonable steps to prevent risks to health and safety.
- Take a leadership role co-operating with all staff to manage and enable compliance with safety, health and environmental duties.
- Manage direct reports to ensure all workplace incidents, hazards, accidents and emergencies are reported
- Ensure the debriefing and support of all staff occurs as required from any critical incidents immediately.
- In collaboration with the Leadership Team and the Quality Coordinator, assume responsibility for, and manage Relationship Matters emergency and business continuity policy and procedure, and ensure they are effective and compliant with relevant legislation and regulation.

KEY SELECTION CRITERIA

- Formal accounting/bookkeeping qualification
- Minimum 4+ years' experience in Payroll and Accounts
- Proficiency in end-to-end payroll and accounts processing
- Knowledge of Awards, Acts, and compliance regulations
- Policy and procedure creation and review expertise
- Strong communication and interpersonal skills
- Knowledge of payroll systems and software
- Intermediate Excel and Microsoft Office skills
- Experience with Client Management System (CMS Penelope) or ability to learn

PERSONAL QUALITIES

- Ability to take responsibility and work unsupervised, as well as part of a team.
- Affinity with Relationship Matters values.
- Generosity of spirit
- Capacity to 'join-in'
- Flexibility
- Highest ethical and professional standing
- Team player
- Ability to foster and build on a positive culture within the workplace

TERMS AND CONDITIONS

- Salary will be negotiated according to qualifications and experience.
- The position is subject to ongoing funding and satisfactory annual performance reviews.
- A six-month probationary period applies and will be formally reviewed with key responsibilities and success indicators as outcomes.
- Opportunity to access salary packaging according to Relationship Matters policy.
- Access to Employee Assistance Program.
- As an agency funded partially through the Commonwealth Department Social Services, all employees are required to sign an Oath of Confidentiality.
- Position is subject to maintaining a current Working with Children Check and a satisfactory National Police Check.
- Travel to the Branches of the organisation, as required. A current driver's licence is essential.

ACKNOWLEDGEMENTS			
POSITION:	Senior Finance and Payroll Coordinator		
NAME:			
SIGNATURE:		DATE:	
CEO:	Maya Avdibegovic		
CEO'S SIGNATURE:		DATE:	
PROBATIONARY REVIEW:	6 Months	DATE:	