



POSITION DESCRIPTION

Position Title:	Accounts Officer
Department:	Business Services Unit
Date:	September 2021
Reporting To:	Head of Finance and Business Services
Positions Reporting to this role:	Nil
Internal Liaisons:	Allied Health staff, ECEC staff, family day care staff, playgroup staff, business services staff – works closely with the Assistant Accountant
External Liaisons:	Suppliers and government agencies

Company Overview

The Infants' Home Child and Family Services is a dynamic community-based organisation, with a long tradition and strong sense of contemporary pathways focussing on best practice and research initiatives. We provide integrated early childhood services in an inclusion ethos wherein 30% of our services are targeted to children and families experiencing a range of additional support needs.

The values of The Infants' Home Child & Family Services are integrity, diversity, collaboration and innovation. Central to the work of all staff is ethical practice, which includes:

- Demonstrating mutual respect for colleagues, children, families and management
- Maintaining confidentiality of information
- Using open and honest communication
- Being a supportive member of the program team and the organisation

Purpose/Key Objectives

The primary purpose of this role is to provide financial, clerical, administrative and IT services to ensure efficient, timely and accurate accounting and payroll processes relating to accounts payable, bank reconciliation, and month end processes. The role also provides backup for Assistant Accountant.

Responsibilities:

1. Accounts

- Implement and maintain financial management, internal controls and accounting systems and procedures that comply with legislative and organisational requirements including the monitoring, tracking and reconciliation of all accounts receivable
- Maintain and implement all accounting functions including creditors, cash control, accounts reconciliations, general journals processing and general ledgers reconciliations related to payroll and accounts payable
- Provide reliable and timely financial information and advice to the Head of Finance & Business Services.
- Maintain and reconcile salary package offset accounts
- Assist with the preparation of monthly board reports including segment reporting.
- Assist with the preparation of year end documents for audit.
- Assist with the preparation of budget
- Filing of all records

2. Payroll

Provide payroll processing services, including:

- a) Process preparation of timesheets
- b) Collect, compile and enter payroll data using appropriate software.
- c) Process payroll by established deadlines
- d) Update payroll records by recording changes including salaries sacrifice, salary increases
- e) Process new employees, terminations, transfers and wage increase
- f) Address employee's pay-related concerns and provide accurate payroll information
- g) Complete requests for pay-related documents including statements and verifications
- h) Maintain all personnel payroll records and statistics, including annual, sick and long service leave, staff development records and any other relevant information on each staff member
- i) Produce federal, state and local tax payments
- j) Develop, manage and maintain comprehensive payroll records
- k) Ensure compliance with federal and state regulations and guidelines
- l) Provide payroll advice and reports to the Head of Finance & Business Services and the Chief Executive Officer and respond to staff payroll enquires
- m) Provide monthly reports to assist with leave management and other payroll and HR issues
- n) Reconcile information from Humanforce to Micropay.

3. Administration

- Provide administrative support through the preparation and maintenance of documentation and processing of Child Care subsidy (CCS)
- Be accountable for data entry and maintenance of the computer systems
- Filing of all records
- Participate in all levels of team events as required

4. Professional Conduct

- Exercise due care, skill and judgement and act at all times in accordance with applicable professional ethics, principles, legislation and standards
- Actively participate in performance reviews and individual training plans
- Work at all times within the guidelines of policies and procedures of The Infants' Home
- Identify and attend relevant continuing education and professional development opportunities

5. Compliance and Organisational Requirements

Ensure activities within the area of responsibility comply with:

- Australian Accounting Standards
- Work Health and Safety legislation
- Family Assistance Legislation Amendment (Child Care Management System and other measures) Regulations 2009
- Commonwealth Privacy Act 1988
- The Infants' Home vision, mission, policies, procedures and strategic goals

6. Risk Management

- Follow policies and procedures to ensure compliance
- Maintain a safe, healthy and clean environment
- Identify hazards and take action to remove these hazards
- Ensure that all Work Health and Safety requirements are met
- Identify risks and report them in a timely manner

7. General

- Carry out all duties, responsibilities and specific tasks related to the role as well as specific duties allocated by the Head of Finance and Business Services

Essential Criteria

Qualifications/Experience

- Certificate in Accounting or above
- Minimum of 2 years payroll and accounting experience
- Thorough knowledge and extensive experience in financial, accounting and administrative procedures
- Experience with MYOB, Micropay or other accounting, payroll software

Knowledge, Skills and Attitude

- Strong practical and theoretical accounting skills
- High attention to detail
- Excellent time management
- Sound written and verbal communication skills
- Organisational skills
- Ability to work as part of a team
- Negotiation and networking skills
- Background in Not-for-Profit Organisation desirable

Desirable Criteria

- Advanced IT skills and good working knowledge of networks, computer hardware and software

I have read and agree to undertake the duties as outlined:

Name

Signature

Date