

Position Description

Role Details

Role:	Payroll & Finance Assistant
Reporting To:	Operations and Administration Manager
Work Location	Surry Hills
Status:	Casual, approximately 14 - 21 hrs per week Requires availability on Mondays and Tuesdays
Award Classification	Level 4.1 Social, Community, Home Care & Disability Services (SCHADS) Award 2010, PWDA EBA rate, plus super and salary sacrificing.

Role Purpose

The Payroll & Finance Assistant will support the Operations and Administration Manager:

- In managing the functionalities of its payroll system for a workforce of approximately 60 staff Australia wide
- By performing financial administrative duties relating to accounts payable and receivable functionalities

Responsibilities & Main Duties

Payroll

- Check timesheets and leave requests are completed by staff and approved by managers in a timely and accurate manner
- Work with an external payroll specialist to action changes in salaries, terminations and staff requests relating to the distribution of salary components e.g. reportable fringe benefits.
- Set up new staff in the payroll system Employment Hero and ensure all details are correct relating to tax, superannuation, bank details, etc.
- Check the fortnightly payroll and ensure accuracy
- Manage the payroll inbox
- Respond to staff enquiries by email, phone, video link or face-to-face

Finance

- Enter expense reimbursement claim forms for staff once approved by their manager into Xero for fortnightly processing of accounts payable
- Provide direction to external accounting firm on invoices, cost allocation and approval processes

- Provide support to staff and suppliers, and answer queries relating to payments by email, phone, video link or face-to-face

General Administrative Duties

- From time to time this role may require the person to perform other general administrative tasks as instructed by their manager.

Organisational Participation

- Undertake other duties as directed within the scope of this role.

PWDA reserves the right to alter this position description from time to time in accordance with the needs of the organisation and in consultation with impacted workers.

Selection Criteria

Essential

- A minimum of 2 years' experience working with a payroll system, preferably in Employment Hero (KeyPay) or similar
- A minimum of 2 years' experience working with an accounting software, preferably Xero and DEXT or similar
- Excellent attention to detail
- Excellent written and verbal communication skills
- Strong interpersonal skills and customer service orientation (external and internal)
- Demonstrated capacity to manage competing time frames and priorities
- Cultural competency
- Advanced skills in Excel and other information management systems
- Understanding and commitment to the rights and interests of people with disability.

Desirable

- Lived experience of disability.

Other Job Requirements

Working with Children Check

PWDA is a registered employer under the Child Protection (Working with Children) Act, 2012. The successful applicant must be approved under the Working with Children Check prior to taking up appointment.

National Police Record

PWDA receives funding from multiple Government Agencies who require staff to be checked. The successful applicant must satisfy these requirements prior to taking up appointment.

Covid-19 Vaccination

Australian Government Covid-19 Vaccination Certificate and adherence to the PWDA Covid-19 Vaccination Policy.

Application Processes

For more information about this role, please contact:

Hollee James
Operations and Administration Manager
Email: holleej@pwd.org.au
Phone: 0413 920 907

Submit your application by email on recruitment@pwd.org.au.

If you need to submit your application in an alternative format, please contact Adrienne Kadwell by email recruitment@pwd.org.au or by phone on (02) 9370 3100.

Your application needs to include:

- Your full resume
- A letter addressing the selection criteria
- Your contact details

PWDA is a proud employer of people with disability, and people with disability are strongly encouraged to apply for these positions. We are an EEO employer and we embrace the diversity of our people, such as diversity in disability, race, cultural background, ethnicity, age, gender identity, sexual orientation or intersex status.