

Position Description

Position Title	Payroll & Accounts Payable Officer
Location	Brisbane
Team	Operations
Employment Status	Part Time (0.6 FTE)
Award	Social, Community, Home Care and Disability Services Industry Award 2010 (Social and Community Services)
Level	3
Reports to	Finance Manager
Direct Reports	Nil
Version	February 2024

PURPOSE OF POSITION DESCRIPTION

The purpose of this position description is to document the purpose, desired candidate attributes and key responsibilities encompassed within the role. The key areas of responsibility and performance indicators are tied to performance review and career development. This document should be reviewed annually as changes in the organisation may result in the need to update the position description.

SECTION 1

OUR VISION

Lung Foundation Australia enables life-saving lung health and lung cancer research, and champions programs so that Australians with lung disease and lung cancer can live their best life.

OUR MISSION

By 2030, Lung Foundation Australia will be recognised as one of the world's most innovative and effective lung health charities and a fearless leader of lung health and lung cancer policy, programs and research.

STRATEGIC PILLARS

- Healthy lungs for all
- Australia's lung health research funding incubator
- Impactful and meaningful lung disease programs and support
- Valuing our people
- Purposeful leadership and ethical governance.

LUNG FOUNDATION AUSTRALIA VALUES

Our values are represented by **BE FAIR**

- **Bold** | be proactive and take risks that achieve our Mission.
- **Entrepreneurial** | be focused on outcomes and strive to find new ways of working, remembering we are profit-for-purpose.
- **Fair** | be equitable and work in the interests of all our stakeholders, particularly patients and their carers.
- **Agile** | be responsive and proactive to create positive change.
- **Innovative** | be inventive and find new ways of doing things that achieve our Mission.
- **Respectful** | be honest and work hard every day in every way – we are funded by the community they should expect nothing less.

OUR TEAM

Lung Foundation Australia is an award-winning profit for purpose organisation and national peak health and advisory body. Lung Foundation Australia aspires to be an Employer of Choice. Lung Foundation Australia is entering a period of accelerated growth consolidating three years of strong performance which saw the Foundation named Non-Government Organisation of the Year in 2020 and The Voice Projects Best Place to Work over the last three years.

Before applying we encourage you to learn more about our Mission and impact by reading our Annual Impact Report <https://lungfoundation.com.au/about/annual-reports/>

We operate from three offices: Brisbane, Sydney and Melbourne with a national footprint established by our support and research programs. We are committed to work life balance and flexibility in the workplace.

As our impact grows with increased government and community funding so does our team and our army of volunteer supporters.

SECTION 2

PURPOSE OF THIS ROLE

As part of the Finance Team, the Payroll & Accounts Payable Officer is primarily responsible for the preparation and processing of monthly payroll (inc. PAYG and superannuation payments), in line with legislative requirements, awards, and LFA policies and procedures. The role will ensure the accuracy and integrity of the payroll system data and assist staff with payroll related queries.

In addition, the position of Payroll & Accounts Payable Officer will also be responsible for the timely and efficient payment of supplier accounts and supplier statement reconciliations.

SKILLS, QUALIFICATIONS AND KEY ATTRIBUTES REQUIRED (KEY SELECTION CRITERIA)

Qualifications

Above Certificate III in accounting or finance, providing a good understanding of accounting principles and practices or a similar combination of qualifications, skills, knowledge and experience.

Experience

Demonstrated experience in a payroll and accounts payable function with a strong drive for accuracy and confidentiality. Prior experience in the not-for-profit sector including salary packaging would enhance your suitability.

Knowledge and Skills

As the ideal candidate, your skills and attributes include:

- 2-4 years experience in both payroll and accounts payable.
- Experience with salary packaging is desirable.
- Knowledge of and experience with Employment Hero.
- High level of computer literacy and accurate data entry skills, including the Microsoft Office, SharePoint and Salesforce.
- Competence in interpretation of awards/agreements.
- A sound understanding of termination calculations including all leave types, superannuation and eligible termination payments.
- Knowledge of general payroll practices, procedures, operations and legislation.
- Highly developed written and verbal communication skills, with the ability to communicate effectively to a range of different audiences.
- Proven ability to work autonomously and cross-functionally across teams.
- Ability to effectively and efficiently manage multiple workplans and priorities simultaneously.

As part of your induction process you will be required to undertake the following:

- National Police Check

KEY AREAS OF RESPONSIBILITY AND PERFORMANCE INDICATORS

The major areas of work, organised as key areas of responsibility and performance indicators, are outlined in this section.

Key Areas of Responsibility	Performance Outcomes
Payroll	<ul style="list-style-type: none">• Coordinate timely and accurate processing of the payroll for all staff in accordance with awards, contracts and company policies and procedures.• Provide advice, guidance and support to staff and management on payroll specific matters (including packaging).

	<ul style="list-style-type: none"> • Maintain the integrity of the payroll system through accurate data entry, record keeping and document management • Produce payroll reports and reconciliations as required both on a cyclical basis and ad-hoc. • Maintain relationship with external Salary Packaging provider and ensure the accuracy of the data provided. • Keep up to date with relevant legislation information, (e.g., changes to ATO requirements, Superannuation, Modern Awards). • Coordinate with external stakeholders including superannuation clearing house, single touch payroll (STP), Employment Hero etc. • Validate payroll system calculations, including income tax withheld and superannuation contributions. • Develop and maintain payroll related process and procedure manual. • Ensure all staff changes and terminations are documented and approved.
Accounts Payable and administrative support	<ul style="list-style-type: none"> • Enter invoices into SAGE finance application. • Liaise with suppliers regarding accounts payable and respond to queries in a timely manner. • Provide financial reports as required. • Completion of daily bank reconciliations • Credit card reconciliations • Provide backup and support to other team members to ensure team objectives are met. • Provide back-up support for reception.
Team contribution and effectiveness	<ul style="list-style-type: none"> • Positive contribution to team environment through the demonstration of behaviours that reflect Lung Foundation Australia values – BE FAIR. • Work in a consultative manner with the senior leadership team and in collaboration with broader team to achieve goals. • Work synergistically within and across teams of Lung Foundation Australia. • Regular cross-organisation communication of program activity. • Participation in Lung Foundation Australia events and meetings as required. • Compliance with Lung Foundation Australia values, policies, procedures and statutory obligations.

Workplace Health & Safety (WHS)	<ul style="list-style-type: none"> • Compliance with legislative and Lung Foundation Australia WHS Policy. • Ensure a safe working environment for self and others, including when working from home.
--	---

SECTION 3

REPORTING RELATIONSHIPS

This position reports to the Finance Manager.

EXTERNAL RELATIONSHIPS

This position works with a variety of internal and external stakeholders to deliver projects and activities.

SECTION 4

PERFORMANCE APPRAISALS

Performance review and career development discussions will take place six monthly with the CFO.

SECTION 5

ACCEPTANCE OF POSITION DESCRIPTION

This position description is intended to describe the general nature of the duties performed. It is not intended to be a complete list of all responsibilities, duties and skills required of the position. Other appropriate duties may be assigned that are not listed in the position description.

My signature below indicates that I have reviewed, accepted, and received a copy of this position description.

(Employee name)

Date