



POSITION DESCRIPTION

ACCOUNTS & PAYROLL OFFICER

SALTBUSH AT A GLANCE

Saltbush Social Enterprises (**Saltbush**) is a not-for-profit NT organisation that was developed in response to the critical need for grassroots opportunities that create prosperity parity for marginalised Territorians.

To learn more, visit www.saltbushnt.org.au

Job Title	Accounts & Payroll Officer
Saltbush Division	Corporate Services
Location	Darwin
Employment Type	Permanent, Full time
Reports to	Chief Financial Officer
Hours of Work	Normal business hours and such further additional hours as reasonably necessary including some out of hours flexibility.
Travel	N/A
Minimum Requirements	Certificate IV in Financial Services; NT Drivers Licence; Police Check; Permitted to work in Australia

PRIMARY PURPOSE OF POSITION

As the Accounts and Payroll Officer, you will be responsible for the overall functions of Accounts Payable, Accounts Receivable, Payroll, Administration, and other Financial Operations as directed.

The Accounts and Payroll Officer will work under the guidance of the Chief Financial Officer to ensure compliance with accounting standards and organisational policies.

You will provide guidance and support all team members across the organisation. You may also be called upon to assist in other areas of the business operations.

KEY DUTIES & RESPONSIBILITIES

To ensure success in your role as the Accounts and Payroll Officer, you will:

- Manage all activities of Accounts Payable and Receivable including data entry, statement reconciliation, customer invoicing & Receipting, debt collection and fortnightly supplier payment runs.
- Undertake all Payroll tasks including processing weekly payroll, lodgement of superannuation, child support and STP reports as well as salary sacrifice processing and reconciliation.
- Liaise with the workforce in relation to their payroll queries in a timely and supportive manner.
- Maintain up to date knowledge of Modern Awards, Fair Work and all applicable legislation relating to accounts and payroll for our organisation.
- Manage and maintain the Saltbush Payroll platform, Employment Hero, and liaise with the HR team to provide any assistance for the HR online platform as required.
- Complete general business and financial administration activities, including but not limited to; Bank and Credit Card Reconciliations, end of month processes, maintenance of job costing and cost centres, end of financial year processes, management of internal and external communications and completion of financial reporting.
- Provide assistance to the Chief Financial Officer for the timely completion of year end Audit processes.
- Ensure all electronic document and filing processes are carried out to the highest standards.
- Provide team support and back up during absences/leave as required.

ESSENTIAL SELECTION CRITERIA

- Highly organised with demonstrated time management skills and the ability to manage multiple priorities and meet deadlines with an ability to take initiative when working alone as well as having the ability to interact and work as part of a team.
- Working knowledge of job costing or divisional reporting.
- Excellent standard of verbal and written communication skills with a commitment to customer service.
- Demonstrated experience in end-to-end payroll management processes.
- Highly developed accounts payable and receivable experience with an exceptional accuracy rate and attention to detail.
- Previous experience working in a culturally diverse business environment, demonstrating empathy with the delivery of services.





HIGHLY DESIRABLE CRITERIA

- Desirable is a minimum Diploma of Accounting
- Experience in a similar role for a minimum of 5 years.
- MYOB AccountRight experience

THE SALTBUSSH CAPABILITY FRAMEWORK

The Saltbush Social Enterprises' Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance with our organisation. Our Capability Framework builds on our values and creates a common sense of purpose for all levels of the workforce.

Below is the full list of capabilities and the level required for this position.

CAPABILITY GROUP	CAPABILITY NAME	LEVEL
 Personal Attributes	Achievement Focus	Advanced
	Thoroughness	Advanced
	Manages Self	Skilled
	Teamwork and Leadership	Advanced
 Relationships	Building Relationships	Skilled
	Collaboration	Skilled
	Communicating for Results	Advanced
	Leading the Organisation	Intermediate
 Results	Analytical Thinking	Skilled
	Organisational Alignment	Skilled
	Initiative	Advanced
	Problem Solving	Advanced
 Resources	Business Process Knowledge	Skilled
	Strategic Thinking	Intermediate
	Finance	Advanced
	Project Management	Intermediate
	Procurement and Contracts	Intermediate
	Human Resources	Skilled



FOUNDATIONAL



INTERMEDIATE



SKILLED



ADVANCED



EXPERT