

<b>Position number:</b>	PN022	<b>Last reviewed:</b>	September 2022
<b>Designation:</b>	Payroll and Accounts Payable Officer		
<b>Classification:</b>	Full time – 12-month Contract	<b>Salary Band:</b>	Band 4
<b>Business area:</b>	Finance		
<b>Reports to:</b>	Management accountant		
<b>Key stakeholders:</b>	AMC Executive, Staff Members, Finance and Risk Management Committee (FARM), Board of Directors, Human Resources		

#### **Organisational Purpose**

The purpose of the Australian Medical Council Limited (AMC) is to ensure that the standards of education, training and assessment of the medical profession and to promote and protect the health of the Australian community.

#### **Business Area Purpose**

The Finance team is responsible for the financial well-being of the AMC, including responsibility for accounts receivable, accounts payable, payroll, financial reporting, and maintaining financial controls.

#### **Position Purpose**

The Payroll and Accounts Payable Officer is responsible to the Management accountant for the overall processing of payroll and accounts payable. The Payroll and Accounts Payable Officer is expected to interpret and work within established guidelines and policies. The purpose of this position is to prepare the fortnightly payroll accurately and on time; and assist in the preparation of forecasts on payroll, annual leave and long service leave including salary accruals and also to attend to accounts payable duties. In addition, the person needs to comply with all regulatory requirements with regard to payroll, annual leave and long service leave.

#### **Position Responsibilities**

Under guidance, the duties of the Payroll and Accounts Payable Officer includes the following tasks:

- Process the fortnightly payroll including:
  - Liaison with external payroll provider
  - Process all leave requests through the Timesheet System
  - Set up all new employees through the payroll system
  - Process all adjustments
  - Finalise Year End Payroll Reports
- Calculate and process termination pays
- Reconcile timesheets with AMC Absence inbox and management calendar
- Maintain staff schedules based on different department, so as to ensure that the salary costs for each department can be identified

- Keep up to date with payroll and tax legislation changes
- Assist in the maintenance of the LSL schedule to calculate provision for Long Service Leave
- Assist in the maintenance of the Annual Leave schedules to calculate provision for Annual Leave
- Reconcile staff and marshal superannuation and organise the payment of any manual superannuation payments
- Provide any payroll information to the Management Accountant, Chief Financial Officer, Human Resources or Senior Executive in a timely manner
- Advise Human Resources of any anomalies in individual timesheets, leave claims and provide monthly staff breakdown and annual leave balance reports
- Assist staff with any payroll or timesheet issues
- Assist third party enquiries with payroll information
- File all payroll related documentation
- Calculate accrued salaries and other overtime payments for Budgeting purposes
- Provide back up in the accounts team to process the accounts receivable when necessary
- Prepare the relevant state and territory workers compensation annual declarations (estimate and actual) for review
- Undertake any other duties as required

**Accounts Payable duties:**

- Process invoices in line with Finance processes including processing invoice payments
- Liaise with AMC cost centre managers to process payments when required
- Liaise with suppliers regarding accounts payable and respond to queries in a timely manner
- Provide financial reports as required
- Provide backup and support to other team members to ensure team objectives are met

Position Key Result Areas (KRAs)
• Process fortnightly pay in a timely and accurate manner, on a fortnightly basis.
• Work with the external payroll service provider to ensure all reporting obligations to the ATO regarding payroll have been submitted
• Reconcile staff superannuation on a monthly basis, and make payment to the relevant superannuation funds
• Monitor and manage the automated time sheet system and ensure its accuracy, and reconcile all leave
• Assist in the maintenance of salary costs for each department and forecast the cost to 30 June, including long service and annual leave
• Comply fully with payroll, long service and annual leave legislation as per different States and Territories
• Communicate effectively with stakeholders and deal with queries promptly and efficiently
• Prepare salary forecasts for budgetary purposes

### Key Selection Criteria

- a) High level of computer literacy, especially in Microsoft Excel
- b) Understand cultural safety: an ongoing process of actively working to make services and systems safer and more equitable for Aboriginal and Torres Strait Islander peoples
- c) Excellent organisational skills
- d) Demonstrated ability to complete figure work with high level of accuracy – attention to detail is essential
- e) Utmost tact and discretion in dealing with confidential information
- f) Commitment to high standards of client service
- g) Ideally a minimum of three years' payroll and/or accounts payable experience
- h) Possess sound organisational skills and be able to balance competing work priorities
- i) Knowledge of an accounting package would be desirable
- j) Tertiary qualification in Accounts or Finance would be desirable

### Cultural Safety Statement

The AMC encourages Aboriginal and Torres Strait Islander and Māori Peoples to apply for all roles advertised.

To ensure we meet our strategic goal of *ensuring culturally safe practice to improve health outcomes*, the AMC understands that we require Aboriginal and Torres Strait Islander and Māori Peoples in our workforce.

The AMC is committed to a working environment that is inclusive and culturally safe for all. The AMC works closely with a number of Aboriginal and Torres Strait Islander and Māori stakeholders. It is a requirement that staff must ensure a working environment that is inclusive and culturally safe at all times.

All staff are required participate in ongoing cultural safety training.

### AMC Values

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| <ul style="list-style-type: none"><li>• Openness and Accountability</li><li>• Cultural Safety and Cultural Competence</li><li>• Collaboration</li></ul> | <ul style="list-style-type: none"><li>• Innovation</li><li>• Striving for Excellence</li><li>• Integrity</li></ul> |
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