

Position Description

Position number:	PN022	Last reviewed:	March 2025
Designation:	Payroll and Accounts Payable Officer		
Classification:	Permanent, Full time	Salary band:	Band 3/4
Business area:	Corporate Services		
Reports to:	Management/Financial Accountant		
Key stakeholders:	AMC Executive, Staff Members, Finance and Risk Management Committee (FARM), Board of Directors, People and Culture		

Organisational purpose

The AMC's purpose is to ensure that the standards of education, training and assessment of the medical profession promote and protect the health of the Australian community.

AMC values

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| <ul style="list-style-type: none">• Integrity• Cultural safety and cultural competence | <ul style="list-style-type: none">• Collaboration• Openness and accountability | <ul style="list-style-type: none">• Striving for excellence• Innovation |
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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.

AMC commitment to cultural safety, diversity, and inclusion in the workplace

The AMC aims for a diverse workforce to reflect the Australian community we serve. We believe diversity improves ideas and results in better outcomes and our employment policies reflect our commitment to diversity and inclusion.

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/or 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 AMC staff are required to participate in ongoing cultural safety training.

To ensure we meet our strategic goal of ensuring culturally safe practice to improve health outcomes, the AMC understands that we require Aboriginal and/or Torres Strait Islander and Māori Peoples in our workforce. ***The AMC encourages applications from Aboriginal and/or Torres Strait Islander and Māori Peoples for all roles advertised.***

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
 - Timesheet system training to new starters
 - Process all adjustments
 - Finalise Year End Payroll Reports
- Calculate and process termination pays
- Process fortnightly payroll journals in the finance system
- Assist staff to set up salary sacrifice in accordance with policy
- 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, Annual Leave and Time in Lieu schedule to calculate provision for leave
- Reconcile staff and marshal superannuation and organise the payment of any manual superannuation payments
- Prepare monthly wages forecast for the financial year
- 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 results area (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

Experience/knowledge

- 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

Additional requirements/qualifications

- N/A