



South Australian Native Title Services

## Position Description

<b>Position Title:</b> Payroll/Accounts Payable Officer (0.4 FTE -0.6 FTE)	<b>Level:</b> NTS2.1-2.3/3.1-3.3	<b>Division:</b> Business Services	
<b>Reports To:</b> TBC		<b>Direct Reports:</b> 0	
<b>Primary Objective:</b>			
<p>South Australian Native Title Services (SANTS) is a company limited by guarantee and established under s203FE(1) of the Native Title Act 1993 (Cth) to be the Native Title Representative Body (NTRB) in South Australia. SANTS works co-operatively with a range of other native title providers, corporate bodies, clients and employees to deliver the SANTS Strategic Plan.</p> <p>The Payroll/Accounts Payable Officer is accountable for providing payroll and accounts payable support to the wider SANTS Organisation and clients.</p> <p>All positions within South Australian Native Title Services (SANTS) are dependent upon continued funding from the Australian Government and the South Australian State Government. Given the sensitivity of the work of SANTS we are obliged to undertake a background check of applicants. In applying for the position, approval is given for SANTS to undertake necessary investigations satisfying employment, financial and criminal records checks.</p> <p>Key Objectives include:</p> <ol style="list-style-type: none"> <li>I. Provide payroll services for both internal and external clients, including maintenance of all records and data with appropriate confidentiality</li> <li>II. Monitor payroll requirements to ensure professional services are provided and legislative compliance is achieved</li> <li>III. Provide accounts payable support services to SANTS as directed and in consultation with the Business Services Manager, Accountant and Assistant Accountant</li> <li>IV. Process accounts payable and other payments within the SANTS Organisation.</li> <li>V. Provide financial administration support to the SANTS Team as part of the Business Services Team.</li> <li>VI. Ensure the confidentiality of SANTS Financial information at all times.</li> </ol>			

<b>Payroll/Accounts Payable Officer</b>			
<b>Approved By:</b> Chief Executive Officer	<b>Date of Issue:</b> FINAL	<b>Position Description Number:</b> BSPAY/AP	<b>Page 1 of 5</b>

<b>Position Dimension and Decision Making Authority:</b>		<b>Key Communication Contacts:</b>
<p><b>Without referral to the Business Services &amp; HR Manager/Accountant:</b></p> <ul style="list-style-type: none"> <li>The provision of accounts payable</li> <li>Management of own workload</li> </ul> <p><b>After Consultation with the Business Services &amp; HR Manager/Accountant:</b></p> <ul style="list-style-type: none"> <li>Providing information on financial systems, including travel allowance and accounts payable.</li> </ul> <p><b>Referred to Business Services &amp; HR Manager/Accountant:</b></p> <ul style="list-style-type: none"> <li>Capital expenditure</li> <li>Supplier management</li> </ul>	<b>Contact/Organisation</b>	<b>Purpose/Frequency of Contact</b>
	Business Services & HR Manager/Accountant	Daily <ul style="list-style-type: none"> <li>Direction and achievement of all accountabilities and objectives.</li> <li>Accountable for all position deliverables</li> </ul>
	Senior Managers	As required <ul style="list-style-type: none"> <li>Provide support and assistance.</li> </ul>
	Staff	Daily <ul style="list-style-type: none"> <li>Participate as part of the SANTS Team.</li> </ul>
	Clients and External Bodies	As Required <ul style="list-style-type: none"> <li>To provide assistance or support.</li> </ul>

<b>Key Accountabilities:</b>		
<b>Key Result Area</b>	<b>Duties may include but are not limited to;</b>	<b>Performance Measures:</b>
<b>Payroll Services</b>	<p>Manage the payroll function for the organisation.</p> <p>Processing and distribution of end-to-end payroll for payroll for fortnightly and monthly staff through Attache Payroll and Reckon.</p> <p>Manage all adjustments, reconciliations, preparation of journal Entries in conjunction with internal accounting team</p> <p>Handle payroll queries</p> <p>Accurately cost payroll and general administration expenses associated with payroll procedures</p> <p>Process annual leave, sick leave and adjustments</p> <p>Manage and prepare reports on annual leave and long service leave provisions</p> <p>Reconcile and coordinate relevant payments of PAYG, workers</p>	

<b>Payroll/Accounts Payable Officer</b>			
Approved By: Chief Executive Officer	Date of Issue: FINAL	Position Description Number: BSPAY/AP	Page 2 of 5

	<p>compensation and Superannuation</p> <p>Coordination of outsourced Salary Packaging functions including FBT calculations, as necessary</p> <p>Compilation, payment, reconciliation and relevant reporting of salary packaging including FBT calculations</p> <p>Reconcile accounts when required</p> <p>Superannuation Administration/Payment/Reconciliation</p> <p>Workcover payments and annual reconciliation statements</p> <p>Manage all information in a confidential manner.</p>	
<b>Accounting and Financial</b>	<p>Process accounts payable and maintain and manage suppliers in a timely manner in conjunction with the accounting team.</p> <p>Maintain accurate financial records, including budget lines within the SANTS's financial management system.</p> <p>Ensure the confidentiality of SANTS Financial information at all times.</p> <p>Work co-operatively with Accounting team members</p> <p>Communicate with creditors on matters pertaining to account establishment, credit facilities and account reconciliation.</p> <p>Supply copies of invoices for government or Companies as required.</p> <p>Regularly process EFT payments.</p> <p>Utilisation of the SANTS records management system</p>	<p>Compliance with performance and reporting obligations.</p> <p>Sharing financial understanding of obligations across SANTS Team.</p>
<b>Team Membership</b>	<p>Actively participate in and contribute to the realisation of a positive work environment.</p> <p>Participate in the Performance Management process at SANTS.</p> <p>Actively contribute to team's activities and outputs and take a shared responsibility for the achievement of team outcomes.</p> <p>Contribute to the Business Services Team and maintain effective liaison with other sections within SANTS.</p> <p>Actively participate in SANTS internal forums, staff meetings and other relevant activities.</p> <p>Generate solutions through team commitment.</p> <p>Share expertise and actively participate in decision making, where appropriate.</p>	<p>Participation in Performance Management system and development opportunities.</p>

Payroll/Accounts Payable Officer

Approved By: Chief Executive Officer

Date of Issue: FINAL

Position Description Number: BSPAY/AP

Page 3 of 5

<b>Workplace, Health and Safety</b>	<p>Take reasonable care for own safety and others in the workplace.</p> <p>Participate in Risk Management and the identification and assessment of hazards and risks in work areas.</p> <p>Support Workplace Health and Safety initiatives, including compliance with WHS Policies and Procedures and systems.</p> <p>Report any unsafe situations, hazards or incidents to their direct supervisor</p>	<p>Knowledge of Workplace, Health and Safety.</p> <p>Annual training.</p> <p>Risk management compliance.</p>
<b>Equal Employment Opportunity</b>	<p>A commitment to the principles of equal opportunity, diversity and mutual respect for SANTS clients, employees and our business.</p>	<p>Knowledge of EEO</p>
<b>SANTS Specific</b>	<p>Some inter and intrastate travel may be required dependent on client needs.</p> <p>Due to the not for profit nature of our work, employees may be required at times to provide support to other parts of the SANTS business (within the context of their skills and capabilities) in order to provide the best service possible to our clients.</p> <p>An interest in indigenous cultures and working in partnership in the field of Native Title is an important element of all roles at SANTS.</p> <p>Any other duties as required within the context of skill set.</p>	<p>N/A</p>

<b>Key Challenges</b>	<b>Qualifications and Experience</b>	<b>Core Competencies</b>
<ul style="list-style-type: none"> <li>Balancing competing priorities.</li> <li>Constrained budgetary environment.</li> </ul>	<ul style="list-style-type: none"> <li>Minimum 3 years experience in Payroll and Accounts Payable position, studies towards an appropriate qualification would be desirable</li> <li>Proficient in the use of Attache Payroll and Reckon systems</li> <li>High level of analytical skills</li> <li>High level of attention to detail</li> <li>Excellent ability to prioritise</li> <li>Excellent computer literacy skills and numeracy skills</li> <li>Strong understanding of processes and internal controls</li> <li>Proven organisational and time management skills with demonstrated ability to work autonomously, under pressure and within stringent timeframes.</li> <li>Good communication and administrative skills</li> <li>Competent in the application of the Microsoft Office Suite.</li> <li>Competent in the use of computerised accounting systems.</li> <li>Excellent customer service skills</li> </ul>	<ul style="list-style-type: none"> <li>Attention to detail.</li> <li>Ability to work flexibly.</li> <li>Team contributor.</li> <li>Filing skills.</li> <li>Organised and systematic in approach.</li> <li>Confidential in handling financial and payroll information.</li> </ul>

Payroll/Accounts Payable Officer

Approved By: Chief Executive Officer

Date of Issue: FINAL

Position Description Number: BSPAY/AP

Page 4 of 5

	<ul style="list-style-type: none"> <li>• Previous experience working in a highly confidential environment</li> <li>• Interest in and understanding of Indigenous Australian societies and cultures, and the issues affecting these cultures in Australian society.</li> <li>• Knowledge of and commitment to the principles and practices of Equal Employment Opportunity and Workplace Health and Safety.</li> </ul>	
--	---	--

<b>Acceptance:</b>		
<p>I understand and agree that this Position Description gives a general outline of the duties and that from time to time, it may be necessary for SANTS to amend the position requirements in response to the changing nature of the work environment (in accordance with SANTS Policies and Procedures and the SANTS Enterprise Agreement). I acknowledge that I have been given reasonable time to read and consider this Position Description and confirm that I understand and agree to perform the duties in this Position Description.</p>		
<b>Name:</b> <hr/>	<b>Signature:</b> <hr/>	<b>Date:</b> <hr/>