



## POSITION DESCRIPTION

### Finance Officer

**Reports To:** Finance and Administration Manager

**Department:** Finance

**Supervises:** Nil

**Date:** 25/10/2019

#### Job Summary

This part time role (22.5 hours per week) provides support in the Finance Department in all and any tasks required including generating reports of income and expenditure to third parties, period end procedures, payroll management, job cost calculations & data entry, processing accounts (payable and receivable), managing banking and petty cash and providing general administrative support as needed within Playgroup WA (Inc).

#### Duties and Essential Job Functions

##### **Payroll**

- Answer queries from staff & Management regarding payroll, penalty rates, overtime, leave entitlements etc as they arise.
- Establish new employees in MYOB, ensure all information necessary is received, fill out tax forms & send to ATO.
- Request and remind staff of timesheets, check timesheets, leave forms and entitlements, collate and prepare for entry, enter into the fortnightly spread sheet.
- Enter Payroll data in to MYOB for the fortnightly payroll from the spread sheet.
- Process the fortnightly payroll in MYOB. Check for accuracy.
- Prepare the bank file & reports for approval and payment by the CEO.
- Generate new timesheets for staff, correct flexi / over time balances. Prepare payslips for postage. File paperwork.
- Maintain HR Register
- Create and distribute fortnightly Oncost and Entitlement reports
- Have an understanding of PAYG taxation and how to run the report from MYOB and fill in IAS Reports to the Taxation Office in the Finance Officer's absence.

- Generate superannuation reports monthly from MYOB, Check for accuracy and then fill in the required paperwork for Superannuation Funds online & for postage. Prepare bank file & reporting for approval and payment by the CEO.

## **Accounts**

- Process debtors and creditors, generation of RCT Invoices, maintenance of records and follow up overdue payments and dishonoured cheques.
- Have an understanding of Job Costing so invoices can be allocated correctly and reports can be generated for Development staff and as a basis of reporting to third parties.
- Manage the Accounts Payable function, assessing what creditors need to be paid & when. Prepare payment runs for approval by the Finance Manager. Prepare bank file & reporting for approval and payment by the CEO.
- Process Staff credit card expenditure; follow up on tax invoices, maintenance of records and end of month reconciliations in MYOB.
- Pay out reimbursements to staff from petty cash in a timely manner. Process petty cash expenditure; follow up on tax invoices, maintenance of records and end of month reconciliations in MYOB.
- Use of Excel in Payroll, reconciliations, Job Cost calculations and general usage.
- Process membership payments and other income, ie book sales, community room hire; and handle enquiries on these issues.
- Process membership Refunds, liaise with Admin & members for bank details and follow up on refunds that bounce back to the bank account.
- Preparation in MYOB of weekly banking. Generate reports and fill in accurately bank documentation.
- Generate Reports Daily in the Commonwealth Bank web site to review all bank accounts. Data entry into MYOB. Reconcile bank accounts in MYOB, cheque account on a weekly basis, other accounts monthly. File & maintain paperwork.
- Providing assistance in end of month, quarter and year reconciliation of accounts and reporting.
- Retain and file all records and accounts relating to special purpose grants and the general finance and executive operations of Playgroup WA (Inc).
- Manage the finance tasks associated with PGWA events income and their entry into Excel and MYOB. Liaise with the Development Team and Marketing.
- Maintain all finance department filing, making up new files, organisation of filing cabinets, ensuring availability of stationery. Archive all previous year's documentation and prepare files for current year.
- Assist & answer queries from other staff members regarding Finance matters, paperwork and their obligations.
- Assist the Finance Manager as needed

## **Other Duties**

- Monitor and maintain all records associated with the applications for Lotterywest grants to playgroups, including the follow up for accurate information as and when required.
- Participate in staff meetings, Playgroup WA (Inc) events and public functions as required.
- Assist other staff members & departments in peak periods / event times as possible to fit in with Finance tasks.
- Other duties as requested by the Finance Manager or Chief Executive Officer.

## **Selection Criteria**

- A well developed knowledge of and at least 5 years experience in using MYOB and or Xero accounting software for the processing and reporting accounts transactions.
- Experience in running payroll on MYOB and or Xero for 30+ staff (non-salary), reading timesheets, knowledge of interpretation and application of the appropriate award, penalty rates, flexi time and dealing with staff and management queries.
- Proficient in the use of the Microsoft office suite of products, with intermediate skills in Excel in the use and generation of spreadsheets.
- Experience in data entry and a high level of attention to detail.
- Ability to take ownership of tasks and be accountable for the regular and accurate management and completion of such.
- Strong organisation, administration and time management skills.
- Well developed interpersonal and communication skills.

## **Other Requirements**

National police clearance.

Working with Children Check

Current Driver's Licence and reliable vehicle (a mileage allowance will be paid).