



Payroll & Accounts Clerk Position Description

Reports to:	General Manager
Position Objective:	The position is accountable for processing of the group payroll, account payable and receivable and general administration duties to support the head office financial and HR teams to meet company deadlines
Qualifications & Requirements:	<ul style="list-style-type: none"> ~ Sound working knowledge of MYOB and MYOB payroll ~ Understanding of accounting principles ~ Ability to deal with internal and external customers professionally, effectively and efficiently ~ Sound knowledge of the Microsoft suite, in particular, Excel ~ Excellent typing ability
Key Responsibilities:	<ul style="list-style-type: none"> ~ Efficient and effective management of group payroll ~ Timely management of accounts payable & receivable ~ Enter and process financial information with 100% accuracy ~ Provide administration support to senior head office staff ~ Work well in the team environment and be an excellent communicator ~ Keep financial and company information confidential ~ Undertake work in a safe manner ~ Demonstrate care of office equipment
Duties:	<p>Payroll</p> <ul style="list-style-type: none"> ~ Timesheet processing in preparation for payroll ~ Prepare weekly and fortnightly payroll including preparation of staff pays for authorisation as required, arrange superannuation payments for authorisation ~ Provide weekly payroll journals to Finance Officer for action <p>Financial</p> <ul style="list-style-type: none"> ~ Reconcile; prepare and enter creditor payments for authorisation ~ Check all debtor accounts and following up on overdue accounts. ~ Prepare fleet account statements for authorisation ~ Banking of monies received. ~ Follow up and reconcile Trade Rebates

	<ul style="list-style-type: none"> ~ Other general financial tasks as directed <p>Administration</p> <ul style="list-style-type: none"> ~ Filing and archiving documents including financial, payroll and HR information ~ Administration support for management team including HR and communication teams ~ Other general administrative tasks as directed <p>Other Duties</p> <ul style="list-style-type: none"> ~ Answering head office phones, dealing with external and internal enquiries and taking messages as required ~ General housekeeping duties
Responsibilities:	<ul style="list-style-type: none"> ~ Comply with reasonable and lawful instructions given by the CA, GM and MD. ~ Keep all company information confidential ~ Do not wilfully or recklessly interfere or misuse any worksite equipment or vehicles. ~ Must not place yourself or others in danger. ~ Attend and actively participate in training.
Authority in workplace	<ul style="list-style-type: none"> ~ Freedom to act within the scope of the role, however purchases and payments cannot be made without written approval of CA,GM and/or MD.
Personal Attributes	<ul style="list-style-type: none"> ~ Attend work in a neat and clean manner. ~ Be aware of personal hygiene. ~ Be friendly and professional when dealing with customers. ~ Self-motivated with a continuous improvement attitude. ~ Able to problem solve and strive for efficiency in all processes and workflows. ~ Ability to work independently and schedule work to meet deadlines. ~ Ability to identify any issues or training needs to management.
Quality	<ul style="list-style-type: none"> ~ Carry out tasks with the aim of minimising errors, waste and time. ~ Ensure that data/ information provided is accurate

Authorised by:

Date authorised: 1/06/2017

Andrew Winch

General Manager

Date to be reviewed: As required