

Position Description

Position Title:	Payroll/Finance Officer
Reports to:	Manager Finance and Executive Manager Human Resources
Division:	Corporate Services
Location:	Orange, NSW
Employment Status:	Permanent
Hours:	Full Time - 36.75 hours/week
Salary Band:	TBC
Salary:	TBC
Security Clearance:	National Background Police Check
Citizenship:	Australian citizen only

The environment

The Regional Investment Corporation (RIC) is a Federal Government-backed specialist finance provider for farmers and farm-related small businesses. Our loan programs encourage growth, investment and resilience in Australia's regional communities.

We were established under the *Regional Investment Corporation Act 2018 (RIC Act)*.

The role

As the Payroll Officer/Finance Officer, you will be responsible for paying staff in accordance with their employment contracts and all applicable employment regulations and legislation. You will be required to track employee work hours, prepare compensation reconciliations, calculate entitlements and allowances, and respond to employee questions about wages and deductions. You will act as the liaison between HR, Finance and employees, ensuring smooth communication and prompt resolution of payroll related requests and questions.

You will also be responsible for undertaking a number of financial management functions mainly around reconciling payroll activities to the financial system and ensuring compliance with the Commonwealth Government Procurement Rules, legislation and guidelines.

You will be responsible for:

Payroll

- facilitating, calculating and processing the end to end fortnightly payroll for all RIC direct employees in accordance with payroll standards, industrial instruments and RIC policies and procedures



Australian Government



- providing timely and accurate responses and advice to employee queries regarding employee entitlement, compensation, allowances, taxes, benefits, superannuation and deductions
- preparing a variety of payroll reports including preparing payroll reconciliations, ensuring the financial system is reconciled to the payroll system on a monthly basis
- administering salary structures, increases and workers compensation calculations
- compiling and updating employee records (hard and soft copies)
- providing Managers with advice in relation to employee requests regarding payroll related issues, rules, and regulations
- assisting in payroll management by providing relevant workforce data (absences, leave, entitlements etc)

Finance

- ensure current and accurate registration of appropriate RIC staff with relevant regulatory and corporate online portals, such as Auskey, Australian Business Register, ATO, Superannuation registrations, Centrelink and various clearing houses, and the RIC FMIS. As well as maintaining membership on relevant mailing lists (such as rem tribunal and LSL Act)
- monitor financial systems and processes and actively identify opportunities for streamlining and improving efficiency and accuracy, including support with new system implementations and updating relevant policies, procedures and manuals
- undertake General Ledger reconciliations and transactional analysis to ensure the integrity of the financial information stored in the FMIS and in preparation for annual audit.
- Undertake other duties as directed

You will report to the Finance Manager for finance and payroll functions and the Executive Manager Human Resources for the payroll and Human Resources related functions.

Job capabilities

To be successful in this role, the candidate is required to have:

- strong mathematical skills with attention to detail and the ability to develop and maintain accurate records
- high level written and verbal communication skills
- ability to support corporate functions and internal and external stakeholders to enable high quality compliant decisions to be made, based on production of sound advice and accurate and timely data
- strong stakeholder management skills including vendor relationship management
- detailed knowledge of accounting and payroll procedures
- a strong ability to interpret and apply employment legislation and instruments
- demonstrated ability to process payment checks on time and ability to resolve payroll issues in a timely manner
- the ability to manage multiple tasks and work within deadlines
- ability to handle confidential and sensitive information
- capability to prepare and present payroll related financial reports
- an ability to work independently with limited supervision as well as collaboratively as part of a team

Knowledge and experience

- proven experience as a Payroll Officer or a relevant human resources/payroll related position
- proven prior experience as a bookkeeper or equivalent
- experience using MYOB Advanced would be highly regarded
- basic knowledge of relevant HR legislation, policies, procedures and guidelines
- experience in providing generalist HR and Payroll advice
- Government experience and understanding of government processes is desirable

Qualifications

- relevant qualifications in Accounting, Human Resources or a similar field, or equivalent substantial relevant experience role would be highly regarded

Eligibility/other requirements

- The successful candidate will be required to undergo pre-employment screening including a National Police History Check and must be an Australian citizen
- Baseline Australian Government Security Vetting Clearance or above, or a willingness to undertake a security vetting process
- The successful applicant will be required to work in the Orange Head Office a minimum of 3 days per week.

I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description.

Name: Click or tap here to enter text.	Signature:	Date: Click or tap to enter a date.
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