

POSITION DESCRIPTION



Position Title:	Payroll & Finance Officer
Award:	Hobart District Nursing Service Inc. Non-Nursing Agreement 2020
Classification:	Support Services Employees Administration HPSS
Reporting to:	Chief Financial Officer
Date Approved:	February 2021
Approved By:	Chief Executive Officer
Version:	Payroll & Finance Officer_AHR.PD.001_2021-02-16

ORGANISATIONAL PURPOSE

The District Nurses has been delivering in home community health care to Tasmanians for over 120 years promoting a consumer-centred, primary health care approach. We are a not for profit, charitable organisation that is not affiliated with any residential age care service or religious organisation.

Our Purpose “Committed to Care” reflects our overarching intent which is to provide the right care to the right person at the right time in a manner which is consultative and inclusive of all our consumers, their families and carers.

Our services embed a wellness approach which builds on the strengths, capabilities and goals of consumers and places emphasis on the supports necessary to regain or maintain optimal independence.

The District Nurses (TDN) deliver services through the Commonwealth Home Support Program (CHSP) and Home Care Packages Program (HCP), the Home and Community Care Program (HACC), the Department of Veterans Affairs (DVA) Nursing and Home Care, privately and through a number of brokerage contracts.

OUR VISIONS AND VALUES

Our vision is to be Tasmania’s most trusted community healthcare provider

We adhere to the following values in our day-to-day operations:

- Commitment
- Equality
- Trust
- Versatility
- Excellence
- Transparency

POSITION OBJECTIVES

The Payroll & Finance Officer is responsible for providing payroll, salary packaging and finance support to employees and managers at The District Nurses. Primarily, this position is responsible for coordinating the payroll and salary packaging arrangements to ensure that all staff receive their entitlements accurately and on time, adhering to policies, procedures and systems in place. Whilst also supporting the broader finance and human resources team.

COMMON RESPONSIBILITIES

Payroll

- Ensure all payroll transactions are processed accurately and efficiently, ensuring compliance with industrial agreements, awards, relevant legislative requirements and contracts
- Collect, calculate, and enter data in order to maintain and update payroll information
- Determine payroll liabilities and employee entitlements, including leave liability and workers compensation reimbursements
- Administer and reconcile all EFT, superannuation, payroll and salary packaging deductions
- Implement payroll controls and procedures within the payroll system to ensure accuracy of data and that continuous improvement occurs
- Liaise with Managers and employees regarding payroll queries
- Plan payroll activities to meet fortnightly, monthly and periodic workloads and deadlines
- Enter and maintain employee records in HR3 and other associated systems
- Prepare and provide regular statistical information (such as labour costs, leave reporting etc) for departmental program managers including analysis of information and recommendations for action.

General

- Administer staff files
- Maintain records of employee registrations, police and WWVP checks and develop and implement systems to ensure that employee evidence requirements are always current

Finance

- Processing of financial transactions, including verifying, classifying, posting and recording transactions
- Preparing accounts, claims, submissions, reports etc as required
- Analysing and reporting on data patterns / trends / issues as required
- Reconciling daily, monthly and yearly transactions
- Developing an in-depth knowledge of organisational revenue streams and processes
- Overall support to the finance team

KEY RESPONSIBILITIES

The Payroll & Finance Officer is required to operate with general direction and supervision and with reference to established protocols and procedures requiring initiative and the use of judgment, sensitivity and discretion.

The Payroll & Finance Officer is responsible for:

- End to End Payroll Processing
- Exercising initiative, judgment, sensitivity and discretion in undertaking all tasks
- Coordination of a range of information including highly confidential documents such as those related to matters involving staff
- Shifting priorities and flexibility are a feature. Work is often undertaken in a strictly confidential environment.

KEY BEHAVIOUR REQUIREMENTS

All TDN employees must abide by the TDN *Code of Conduct*. In addition to this, employees will undertake their duties in a manner that supports the Organisation's mission and values through demonstrating:

- **Integrity:** Honesty, open and transparent, admit mistakes, maintain confidentiality, fairness, builds trust
- **Compassion:** Empathy, sensitivity, concern for others, interacts with dignity, tolerance, anticipates needs
- **Accountability:** understands roles, uses resources wisely, delivers on time, timely decision making, achieves goals, takes responsibility for performance
- **Respect:** Builds relationships, courteous, listens and understands, gives and receives, provides feedback, sensitivity and understanding, values difference and individual worth
- **Excellence:** supports creativity and innovation, proactive and solution focused, seeks out opportunities, embraces quality improvement, professionalism.

ORGANISATIONAL RELATIONSHIPS

Reports to: Chief Financial Officer

Supervises: Nil direct staff

ESSENTIAL REQUIREMENTS

Evidence of the following must be provided prior to appoint to the position:

- National Police Conviction Check
- Work with Vulnerable People/Children registration (Employment/Volunteer registration)
- Pre-employment Medical
- Current Tasmanian drivers' license

*In addition, evidence of annual flu vaccination

SELECTION CRITERIA

1. Demonstrated experience and/or tertiary qualifications supporting Payroll functionality.
2. Knowledge & understanding of payroll processes, including EA interpretation
3. Knowledge & understanding of finance processes, including Accounts Payable, Accounts Receivable, Bank Reconciliations, Balance Sheet Reconciliations
4. Demonstrated ability to work as part of a team.
5. Excellent time management skills and a demonstrated ability to work to a deadline.
6. Excellent networking and communication skills and understanding and application of practices of confidentiality, professionalism and discretion
7. Proficient and highly skilled in the use of Word and Excel
8. Experience in HR3 or similar payroll and HR software essential.
9. Experience using financial software
10. Excellent analytical and numerical skills

WORKING ENVIRONMENT

TDN is committed to providing the highest levels of healthcare and services, and values equity and diversity with a zero-tolerance policy on discrimination. We also value initiative, flexibility, creativity, teamwork, our code of conduct, workplace health and safety, performance management and development and the capacity to make a difference.

TDN is a smoke free environment with smoking also prohibited in our vehicles.

PHYSICAL REQUIREMENTS OF THE POSITION

Applicants must successfully complete an Occupational Health Assessment prior to commencing employment at The District Nurses. Employees have an obligation to report any deviation from the assessed results during the course of their employment. Inability to functionally perform the duties as stated in this position description may result in termination of employment.

The functional requirements of this position include:

Condition/Activity	constant	frequent	occasional	N/A
Manual handling – weights above 10kg			X	
Manual handling – weights below 10kg			X	
Manual handling frequency			X	
Repetitive manual work			X	
Working with arms above head				X
Lifting above shoulder height				X
Using hand tools – (powered)				X
Wearing hearing protection				X
Wearing eye protection			X	
Wearing gloves (personal protective)			X	
Working in wet/slippery conditions				X
Working with chemicals/solvent/detergents				X
Washing hands with soap			X	
Working in confined places				X
Performing clerical/administrative duties		X		
Working on a keyboard		X		
Driving fleet vehicles (manual and automatic)				X
Driving on suburban and rural roads, highways (sealed and unsealed roads)				X
Driving at night				X
Wearing polyester clothing				X
Exposure to animals				X
Exposure to environments whereby people have been smoking				X

DECLARATION

In signing this declaration, I acknowledge that I, _____
 Have been advised of the requirements and conditions of this appointment based on this Position Description.

Signed: _____
 (Employee)

Date: _____

Signed: _____
 (Manager)

Date: _____