



Position description

Title:	Accounts Payable & Payroll Officer
Branch/Department:	Business Services - Finance
Status:	Full Time
Location:	Based Emerald, Kilvington Drive
Reports to:	Finance Manager
Direct Reports:	Nil
Hours/Days of Work:	75 Hours per Fortnight
Requirements	Current Employee Victorian Working with Children Check (WWCC) Resolved National Criminal History Check Completed a National Transport Commission Category 3 Health Assessment Medical

Job Purpose

The Accounts Payable & Payroll Officer provides financial and administrative support essential for a robust and compliant finance system. The position is responsible and accountable for preparing, processing, and maintaining Creditor records and ensuring Creditor payments are made accurately and on time. The position supports all Payroll duties & responsibilities.

Key Duties & Responsibilities

- Maintain creditor master file records
- Validate & process creditor invoices
- Reconcile creditor statements & investigate anomalies
- Prepare creditor invoice payments & process bank payment file
- Support the maintenance of payroll master file records
- Support the validation & processing of payroll transactions
- Support the preparation of payroll payments & processing of the bank payment file
- Support the resolution of payroll discrepancies & queries
- Support the preparation of payroll statutory payments (Superannuation, Payroll Tax, PAYG) & processing of the bank payment file
- Maintain orderly financial filing systems
- Assist with other accounting or administration projects as directed
- Provide guidance and assistance to all stakeholders
- Liaise with auditors as required

General

- Provide support and cover as required to the Finance Team
- Maintain a Child Safe environment including reporting responsibilities and procedures
- Actively participate in continuous improvement – learning and development programs and performance management programs
- Adhere to all company values, principles, policies and procedures
- Other tasks and duties as required



Key Competencies

- Familiarity in regulatory and booking keeping standards and procedures
- High level verbal and written communication skills
- Ability to work cooperatively and respectfully with others from various backgrounds and cultures
- Flexible and adaptable with ability to problem solve and multi-task
- Integrity, with an ability to handle confidential information
- Ability to work un-supervised and under pressure
- Ability to work as a team & to lead by example
- Strong organisational skills and time management skills with ability to prioritise and follow-through
- Solid computer skills including Microsoft suite, finance and payroll systems e.g. Netsuite
- Focus on service excellence, exceeding internal and external customer expectations

Qualifications & Experience Required

- Qualifications in bookkeeping, accounts, business administration, finance preferred
- At least 5 years' experience in financial data processing
- Experience in tourism, government, social enterprise or not for profit sector desirable
- An understanding of Puffing Billy's history and current business looked upon favourably

Key Relationships

- PBR staff, volunteers and visitors
- External stakeholders including elected officers and senior management in public and private organisations

Health & Safety

Employees have a responsibility to:

- Participate in the development of a safe and healthy workplace.
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Co-operate with management in its fulfilment of its legislative obligations.
- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.
- To report any injury, hazard or illness immediately, where practical to their supervisor.
- Not place others or themselves at risk by any act or omission.
- Not wilfully or recklessly interfere with safety equipment.

The following health and safety factors are relevant to this position

Frequent (occurs 1/3-2/3 of time)	Constant (occurs 2/3+ of time)
<ul style="list-style-type: none"> • Manual handling task (0 – 9kg) • Gripping, holding, clasping with fingers/hands • Bending to access safe/strong boxes & bags 	<ul style="list-style-type: none"> • Hand/arm movement i.e. stacking, reaching, typing and sorting • Walking on uneven surfaces • Sitting at workstation • Responsibility for the safety of others



Additional Notes

- As Puffing Billy Railway’s peak time is during the Victorian school holiday period, annual leave during school holidays is limited
- Puffing Billy Railway is a child-safe organisation. All employees and volunteers are required to undergo a National Police Check, a Working with Children Check and abide by our Child Safe Policy and Child Safe Code of Conduct.
- PBR is a zero drug and alcohol workplace – workplace participants maybe subject to unannounced drug and alcohol testing

Acknowledgment

I have read and understood the above position description and I agree to undertake the duties outlined. I declare that I have no health, medical or other restrictions that would affect my ability or capacity to undertake these duties in a safe manner.

Employee Name: _____

Employee Signature: _____ Date: _____

Approved By:	Stefanie Straub	Date:	March 2022
Last Updated By:	Elizabeth Oxworth	Date:	March 2022



Puffing Billy Railway’s staff and volunteers are committed to providing positive experiences for children in an environment that is caring, nurturing and safe.

Our Children, Our Focus, Our Future, Speak Up!