

# **Accounts / Payroll Officer Corporate Services**

**(Position Reference: VAC 20/02)**

**Applications Close: 5:00pm Sunday, 19th January 2020**

## *Our Vision*

*To be a responsive and innovative leader in assisting Perth's  
Eastern Region to be a great place to live, work, play and do  
business.*



## About EMRC

The Eastern Metropolitan Regional Council (EMRC) is a progressive and innovative regional local government working on behalf of six member Councils located in Perth's Eastern Region:

- Town of Bassendean
- City of Bayswater
- City of Belmont
- City of Kalamunda
- Shire of Mundaring
- City of Swan

## Our Vision

*To be a responsive and innovative leader in assisting Perth's Eastern Region to be a great place to live, work, play and do business.*

## Our Mission

*The Eastern Metropolitan Regional Council, by partnering with member Councils (and other stakeholders), facilitates strategies and actions for the benefit and sustainability of Perth's Eastern Region.*

## Our Values

The EMRC places great importance on values. Our values shape the way we make decisions and how we treat each other, and importantly how we deal with the community, our customers and our business partners.

EMRC has 5 core values and they are:

- **Excellence** - Striving for excellence through the development of quality and continuous improvement.
- **Recognition** - Valuing staff in a supportive environment that focuses on their wellbeing.
- **Innovation** - Focus on innovative approaches in projects and service delivery.
- **Responsiveness** - Dynamic and flexible service delivery.
- **Integrity** - Accountability and consistency in all that we do.

## Benefits of Working at EMRC

If you are seeking a supportive work environment that encourages excellence, values staff contribution and responds to employee needs then EMRC is the organisation for you!

We pride ourselves on offering a workplace appealing to all individuals.

### Benefits Include:

- Work life balance
- A work environment that supports Equal Opportunity and Diversity
- Free parking
- Regular staff information sessions and networking events are held at the Belmont Office.
- Rostered days off for designated full-time staff
- 9.50% superannuation guaranteed plus 5% matched by EMRC when you contribute 5%
- 17.5% annual leave loading and 4 weeks annual leave
- Health and wellbeing programmes
- Fresh fruit provided in the staff amenities areas at no cost
- Free swim passes.
- Employee Assistance Program.
- On-site shower facilities
- Belmont office close to public transport, shops and restaurants
- Belmont Administration office closure between Christmas and New Year.
- Long Service leave after 10 years (transferable between WA local government authorities)
- Annual remuneration reviews for all staff
- Competitive rates of pay (above Award rates)
- Rewards and Recognition program
- Salary sacrifice on approved items
- Novated vehicle leasing arrangements



## About the Position Vacancy

**Applications Close: 5:00pm Sunday, 19th January 2020**

# Payroll / Accounts Officer

- Base salary of up to \$74,514.96 (up to \$86,468 total remuneration package)
- RDO scheme available
- Up to 14.5% superannuation
- Free on-site parking & close to public transport.

We are seeking an enthusiastic and suitably experienced person to take responsibility for the preparation of the fortnightly payroll (100 FTE) for all EMRC operations and to provide assistance with the accounts payable function.

If you have excellent time management and organisational skills, possess a high level of computer literacy with computerised financial systems, and appreciate the necessity for maintaining a high level of confidentiality then we would like to hear from you! A minimum of 3 years experience in a similar role and applicable qualifications will be highly regarded. Candidates with experience using SynergySoft will be highly regarded.

Whilst this is a full time position, consideration will be given to part time Payroll Officers willing to work up to 6/7 days a fortnight. Please outline your preference in your cover letter.

Applications close **5:00pm 19<sup>th</sup> January 2020** and must include a cover letter which outlines how you meet the requirements of the role and a copy of a current resume. Applications must be lodged in accordance with the guidelines set out in the Information Package available from the Employment page at <https://www.emrc.org.au/employment/>.

Apply online <https://www.emrc.org.au/employment/> or via post to Manager HR, VAC 20/02, Recruitment, PO Box 234, Belmont WA 6984

**MARCUS GEISLER**  
Chief Executive Officer

For a confidential discussion about this role please contact David Ameduri, Manager, Financial Services on (08) 9424 2211

*The Eastern Metropolitan Regional Council is committed to building a diverse and inclusive workplace. We welcome people from all backgrounds to apply to join us, including Aboriginal and Torres Strait Islander peoples, people identifying as LGBTI, people from culturally and linguistically diverse backgrounds and people with disability*



## POSITION DETAILS

<b>POSITION TITLE:</b>	Accounts / Payroll Officer
<b>CLASSIFICATION:</b>	Local Government Industry Award 2010 – Level 8
<b>POSITION NUMBER:</b>	A0017A
<b>BASIS OF EMPLOYMENT:</b>	Full Time
<b>DIRECTORATE:</b>	Corporate Services
<b>BUSINESS UNIT:</b>	Finance

## POSITION OBJECTIVES

- To prepare an accurate and timely fortnightly payroll for all wages and salaried staff, ensuring that payroll practices and procedures comply with the relevant Industrial Awards, Australian Taxation Office, and other statutory requirements.
- To provide specialist advice to management and staff on payroll related matters.
- To undertake general financial duties, including accounts payable and accounts receivable, and the associated data input, in an accurate and timely manner.

## POSITION REQUIREMENTS

### Competencies

- Substantial knowledge of and experience with computerised payroll and financial systems and procedures.
- Excellent working knowledge of superannuation, taxation, and workers compensation requirements as they relate to the payroll function.
- Developed knowledge of and experience with the accounts payable function, including reconciliations.
- Demonstrated understanding of Australian Taxation Office requirements relating to GST.
- Well developed communication and interpersonal skills, with the ability to liaise effectively and courteously with internal and external customers and to proactively resolve queries and problems.

- Well developed numeracy skills with the ability to pay high attention to detail and produce accurate results.
- Demonstrated analytical and problem solving skills.
- A high level of computer literacy and accurate data entry skills, including proficiency in the use of MS Word and Outlook and intermediate skills in Excel.
- Well developed organisational skills with a proven ability to effectively prioritise multiple tasks to meet strict deadlines.
- Proven ability to apply the appropriate level of discretion and confidentiality to the role.
- Ability to work effectively with system, processes and procedures.
- Ability to exercise sound judgement and show a high level of initiative.
- Ability to work effectively under pressure within a busy team environment and also with minimal supervision.
- A can-do attitude, flexible and mature approach to work tasks, and a willingness to learn.
- Knowledge of and experience with electronic records management systems.
- Knowledge of local government functions and structure.

### Experience

- Demonstrated experience with end-to-end payroll processing, and month-end reconciliations and processes.
- Experience in working with and interpreting Industrial Awards and Agreements.
- Experience with the accounts payable function.
- Experience at an intermediate level with Excel spreadsheets.





## KEY DUTIES / RESPONSIBILITIES

### Payroll Responsibilities

- Prepare and process the fortnightly payroll in accordance with statutory requirements, ensuring all relevant documentation is received and checked for accuracy and completeness prior to processing, and all necessary reconciliations are completed.
- Accurately interpret and apply industrial Awards and Agreements as they relate to the payment of wages and salaries.
- Perform the required calculations and reconciliations for employment terminations and ensure the required documentation is received from the relevant manager and/or Human Resources.
- Calculate wage and salary back-payments for wage increases and other payroll adjustments and ensure accurate documentation is received and recorded to support the payments.
- Maintain accurate leave records for all employees, ensuring periodic reconciliations are performed to maintain the integrity of the data.
- Manage the long service leave entitlements for all employees ensuring accurate records are maintained relating to continuity of service within local government.
- Maintain accurate employee and wage rate records in the payroll system and action any required changes in a timely manner.
- Reconcile PAYG taxation deductions and superannuation contributions and prepare remittances for payment, ensuring the organisation's taxation and superannuation obligations are met.
- Maintain accurate employee superannuation records including contributions by employees and Council.
- Perform month-end reconciliations and reporting in accordance with the organisation's procedures, processes and requirements.
- Perform the year-end reconciliation processes for payroll, including the preparation of PAYG Payment Summaries, and ensure accurate information is forwarded to the Australian Taxation Office.

- Prepare statistical returns relating to payroll including those required by the Australian Taxation Office (ATO), Australian Bureau of Statistics (ABS), Centrelink and the Child Support Agency.
- Develop, maintain and review work procedures relating to the payroll function.
- Educate responsible staff and managers in payroll procedures and practices and provide accurate and timely advice to employees and management on payroll related matters.
- Actively seek and report on methods of improving systems of work, policies and practices, to ensure the continuous improvement of the payroll function.
- Ensure that information provided is correct, factual, timely, customer focused, and in accordance with the relevant legislation and the organisation's procedures and processes.

### Accounts Responsibilities

- Reconcile creditor's invoices/statements including verification of purchase orders, GST compliance, and computations, and process for payment.
- Create and maintain creditors details in the organisation's financial system when required.
- Facilitate and maintain effective liaison with internal and external customers, and respond to enquiries in a timely manner.
- Prepare petty cash, cheque and EFT payments as directed.
- Receipt payment transactions received for debtors accounts.
- Assist with the processing of debtors EFT Payments extracted from bank statements.
- Prepare bank deposits
- Responsible for reconciling and processing of Recipient Created Tax Invoices (RCTIs).
- Processing of month-end financial allocations and journals.
- Responsible for reconciling and processing of petty cash.



- Provide support and back-up to the Finance team when required, including during periods of absence.
- Responsible for the electronic bank reconciliation process.
- Responsible for the preparation and reconciliation of the BAS returns.
- Responsible for reconciling and processing Corporate Credit Card statements.
- Undertake debtor reference checks when required.
- Any other tasks as directed by the Finance Team Leader.
- Work effectively as a member of the finance team and assist team members in the achievement of business unit goals.

**Occupational Safety and Health (OS&H) Responsibilities**

- Follow and comply with all Occupational Safety and Health policies, procedures, and guidelines to ensure personal safety and the safety of others is maintained at all times.
- Ensure correct use is made of all equipment provided for safety and health purposes.
- Report all unsafe practices or hazards in the workplace to the appropriate manager and/or OSH Representative.
- Ensure incidents, accidents and near misses are reported to the appropriate manager and/or OSH Representative, using the appropriate documentation.

**Organisational Responsibilities**

- Work effectively as a member of the finance team and assist team members in the achievement of business unit goals.
- Ensure all documents are created, stored and maintained in accordance with the organisation's electronic Document Management system requirements.
- Ensure all duties are performed in compliance with the procedures documented in the Business Management System (BMS) or other more current internal guideline documents.

- Respond to organisational initiatives and assist in the development of the EMRC as directed.
- Represent the EMRC in a responsible and professional manner at all times.
- Comply with the policies and procedures of the organisation at all times.
- Properly organise and manage working time to ensure efficient productivity.
- Perform other duties as directed that fall within the scope of the position or the incumbent's knowledge and skills base.

**ORGANISATIONAL RELATIONSHIPS**

**Responsible to**

- A0018A - Finance Team Leader

**Supervision of**

- No positions supervised.

**Internal and External Liaison**

**Internal:** All EMRC management and staff

**External:** WA Local Government Association (Workplace solutions)  
 Local Government Authorities  
 Suppliers, contractors and clients (creditors)  
 Government agencies including the Australian Taxation Office, Centrelink and the Child Support Agency  
 WALGA  
 Superannuation account administrators

**EXTENT OF AUTHORITY**

- This position operates under general supervision and has the authority to act within predetermined guidelines, organisational policy and as delegated. Some scope exists for exercising initiative in the application of established work procedures.



## **SELECTION CRITERIA**

### **Essential**

- Substantial knowledge of, and experience with, computerised payroll systems, processes and procedures, and the interpretation and application of industrial awards and agreements.
- Developed knowledge of and experience with the accounts payable function, including reconciliations.
- Sound knowledge of superannuation, taxation and workers compensation requirements as they relate to the payment of salaries/wages and the creditors function.
- A high level of computer literacy and accurate data entry skills, including Excel spreadsheets at an intermediate level and proficiency in the use of other MS Office applications.
- Well developed communication and interpersonal skills, with the ability to liaise effectively and courteously with internal and external customers and to proactively resolve queries and problems.
- Demonstrated ability to effectively organise own workload and manage priorities to ensure deadlines are met.
- Well developed numeracy skills with the ability to pay high attention to detail and produce accurate results.

### **Desirable**

- Knowledge of and experience with electronic records management systems.
- Knowledge of Local Government functions and structure.



## Summary of Employment Conditions

<b>Location</b>	Ascot Place Administration Building, 226 Great Eastern Highway, Belmont WA 6104
<b>Hours of work</b>	This position is required to work a minimum of 76 hours per fortnight. Current office hours are 8:30am to 5:00pm, Monday to Friday.
<b>Special Conditions</b>	<p>A current and valid driver's licence covering the class of vehicle/s to be driven in this position must be maintained at all times.</p> <p>The successful candidate must be legally entitled to work in Australia and will be required to provide proof of their eligibility by providing the EMRC with the following documents:</p> <ul style="list-style-type: none"> <li>▪ Australian Work Visa; and/or</li> <li>▪ Copy of Australian Citizenship Certificate; and/or</li> <li>▪ Confirmation of permanent residency; and/or</li> <li>▪ Birth certificate.</li> </ul>
<b>Pre-Placement Medical</b>	<p>Appointment to the position will be subject to the successful completion of a pre-placement medical examination with a medical practitioner appointed and paid for by Council. This will include a:</p> <ul style="list-style-type: none"> <li>▪ General pre-employment medical;</li> <li>▪ Drug and alcohol screen</li> </ul>
<b>National Police Clearance Certificate</b>	The successful candidate for the position will be required to provide the EMRC with a current National Police Clearance Certificate (no older than 3 months) prior to commencement.





## How to Apply

Thank you for considering the Eastern Metropolitan Regional Council (EMRC) as your potential employer.

### Completing Your Application

To be considered for the position, your application should include the following documentation:

#### 1. Covering Letter

We will evaluate your application against the required competencies, experiences and qualifications as listed in the Position Description. Therefore your covering letter should briefly outline these points.

#### 2. Resume or Curriculum Vitae (CV)

You are encouraged to provide the following information in your resume or CV:

- personal details - including contact details such as your address and telephone number;
- relevant education and professional training undertaken;
- employment history - including dates employed and key duties and responsibilities of each role;
- contact details of at least two suitable business referees.

#### 3. Formal Qualifications / Supporting Documents

Photocopies of your relevant qualification(s), academic records of current studies, and relevant licences should be included with your application. If you are unable to upload the required documents during the on-line application process, please forward hard copies to the Manager Human Resources via mail.

Please do not submit original documents as they cannot be returned.

#### 4. Selection Criteria Summary (when required)

Selection criteria specify the minimum skills, knowledge, experience and qualifications that are required for the position.

The information you provide should demonstrate when and how you have put to use your skills, experience and knowledge relevant to the criterion.

### Who to contact if you have a question

If you would like further information about the recruitment and selection process, please call Human Resources on (08) 9424 2222 or email [recruitment@emrc.org.au](mailto:recruitment@emrc.org.au).

To find out more about a specific position, please call the person nominated in the job advertisement.



## Submitting Your Application

Applications must be submitted by the closing date

You may submit your application marked '**Private and Confidential**' via any of the following methods:

<b>EMAIL</b>	recruitment@emrc.org.au
<b>ONLINE</b>	Visit the employment page of our website to submit your application. All attachments must be in Word format. Should you encounter problems lodging your online application, please call the HR department (08) 9424 2275
<b>POST</b>	Addressed to: Manager Human Resources EMRC PO Box 234 BELMONT, WA 6984
<b>HAND DELIVERY</b>	Addressed to: Manager Human Resources EMRC 1 <sup>st</sup> Floor, 226 Great Eastern Highway BELMONT

## Closing Date

Vacancies are advertised for a specific period and cease at the close of business on the date specified in the advertisement. Note however, that we reserve the right to commence recruitment proceedings prior to the stated closing date.

The acceptance of late applications will be at the discretion of the Manager Human Resources in consultation with the relevant business unit Manager or Director.

## Application Checklist

Before submitting your application, please check to ensure you have included all the following information:

- ✓ Cover letter
- ✓ A current comprehensive resume
- ✓ Statement addressing the selection criteria
- ✓ Copies (not originals) of supporting documentation (eg. relevant licenses, qualifications etc)
- ✓ Two referees and their contact details
- ✓ Copy of current Australia working visa (if applicable)



## The Appointment Process

### 1. Selection Process

A Selection Panel will consider all applications and the most competitive candidates will be shortlisted and may be considered for further assessment. If you are assessed as being suitable for an interview, you will be contacted by telephone to make the arrangements.

**If you have not been contacted within four weeks of the closing date you should consider that your application for the advertised position has been unsuccessful.**

### 2. Interview Preparation

All interview questions will relate to the key responsibilities of the position and the competencies required to successfully perform in the role.

### 3. During the Interview

During the interview you will be given the opportunity to ask any questions you may have that are relevant to the position and the EMRC. It may help to write these down beforehand and bring them to the interview

### 4. Reference Checks and Pre-Placement Medicals

Reference checks will be required as part of the selection process, they should be able to comment on your work experience and at least one of your referees should be a recent line manager.

Should you be the preferred candidate for the role, you may be required to undertake a pre-placement health assessment with our preferred medical provider to determine your suitability to carry out the inherent requirements of the job. The assessment will be conducted by our medical provider and will be paid for by the EMRC.

The assessment may include one or all of the following:

- a general health assessment;
- an audiometric (baseline hearing) test; and/or
- a drug and alcohol screen.

Details of the assessment(s) to be undertaken (if any) will be confirmed at the time of interview.

### 5. Making the Decision

The successful candidate will be contacted by telephone with a verbal offer of employment and to confirm the anticipated commencement date. The formal written offer and contract of employment will be forwarded in due course. HR will sight and take copies of your relevant qualifications and drivers license upon your commencement.

All unsuccessful candidates interviewed will be notified of the outcome in writing.