

# Position Description

Position title:	Payroll / Finance Officer
Reports to:	Management Accountant
Location:	Huntly
Classification:	Band 5 / 6
Employment status:	Full-time / Part-Time
Hours:	Negotiable

## About the North Central Catchment Management Authority (CMA)

The North Central Catchment Management Authority (CMA) is the lead natural resource management (NRM) agency in north central Victoria. Our vision is for sustainably managed land, water and biodiversity resources that support productive and prosperous communities now and in the future. Our Mission is that we create natural resource management partnerships and programs that deliver lasting change.

We achieve this through:

- Connecting natural resource management activities;
- Enabling active communities and;
- Supporting sound decisions with knowledge.

We pride ourselves on integrating community values in the planning and coordination of land, water and biodiversity management. To achieve this, we strive to provide a workplace and work practices that embrace and reflect the diversity of our community and support inclusion and participation by everyone. This is supported by a workplace culture built on respect that is inclusive, adaptive and agile.

### Our culture

As a public-sector entity we behave in-line with the seven core values of the Victorian Public Sector, Responsiveness; Integrity; Impartiality; Accountability; Respect; Leadership and Human Rights

In addition to the Public Sector values, we have our own unique set of values – Care; Courage and Connection.

The North Central CMA's values (and supporting behaviours) represent what our communities, stakeholders, partners, and investors can expect from us and also guide our internal interactions.

The foundation of North Central CMA's success is in the behaviours, knowledge and skills of our people. To maintain and exceed current levels of success and to chart our future direction with confidence, it is essential that we continue to employ people who are aligned to our values. Together with the appropriate skills and experience, this commitment is required to become a dedicated and valued member of our team.

## Our operating environment

The principal statutory obligations of the North Central CMA are prescribed in the Victorian Catchment and Land Protection Act 1994 and Water Act 1989. The core function of the North Central CMA is the delivery of our accountabilities under the *Catchment and Land Protection Act and Water Act 1994*, which primarily include; Regional planning and coordination; Regional delivery; Statutory functions under Part 10 of the Water Act 1989; and Statutory functions under Part 77 of the Water Act 1989.

The North Central CMA is principally responsible for protecting and improving the health of the region's natural resources in-line with the North Central Regional Catchment Strategy (RCS) and its approved plans and sub-strategies, and delivering on its statutory responsibilities for waterway, rural drainage and floodplain management.

The North Central CMA's strategic direction is guided by Victorian and Australian Government policies including: Our Catchments, Our Communities; Water for Victoria; Protecting Victoria's Environment-biodiversity 2036; Victorian Waterway Management Strategy; Victorian Floodplain Management Strategy; Victorian Climate Change Framework; Living Murray Program and National Landcare Program.

The North Central CMA comprises a Board, which is directly responsible for strategic direction and which has final responsibility for the functions of the Authority.

## Position objective

Reporting to the Management Accountant, the role of the Payroll / Finance Officer is to be responsible for payroll processing, AP (Accounts Payable) processing and related systems and to provide clerical and administrative support to our Corporate team.

## Core responsibilities and duties

### Payroll

- Responsible for timely processing of fortnightly payroll with oversight of the Management Accountant
- System reconciliations and bank processing
- Employee maintenance within the TechnologyOne HRP system
- Responsible for maintaining work instructions and process documentation
- Responsible for maintaining and promoting effective use of TechnologyOne system for payroll

### Financial Processing

- Accounts Payable / Accounts Receivable processing and oversight of other administration officer processing
- Assist the Management Accountant with the budget process and preparing summary budget documentation for review by Managers and with upload of the approved budget into TechOne
- Other administrative tasks under direction of the Management Accountant
- Responsible for maintaining and promoting effective use of TechnologyOne system for accounts payable

### Business Support

- Provide reception relief coverage from time to time, collection of mail etc. and at times of peak workload or staff absence.
- Assist with records management processes.
- Assist with general administration and clerical tasks as required, for example, booking accommodation and catering, photocopying, recording, and circulating correspondence.

#### Human Resources

- Provide administrative support for recruitment processes at the direction of the Human Resources Manager, such as; interview bookings, correspondence, running reports and records management tasks.
- Provide administrative support for training and development, such as managing bookings, maintaining purchase orders, training reports and updating training records.
- Assist in provision of workforce data and other reporting
- Data entry, prepare employee letters, and other clerical support as required.

#### Freedom of Information (FOI)

- Provide support for timely processing of FOI requests, and annual FOI reporting process.

### Qualifications

- Relevant TAFE qualification or several years relevant experience in a financial accounting role managing accounts payable, accounts receivable, payroll and the preparation financial reports.

### Key selection criteria

- Must demonstrate a basic understanding of accounting principles and practices as they relate to accounts payable and general journals, and GST reporting.
- Strong understanding of payroll processes, including; regular payroll processing, new hire and employee maintenance, termination pay, ATO (Australian Taxation Office) and superannuation requirements.
- Sound problem solving skills and the ability to undertake basic financial analysis.
- Excellent written and verbal communications skills and the ability to form sound working relationships.
- Demonstrated initiative with good organisational skills and the ability to work independently.

### Other position requirements

- Previous experience working with or knowledge of Technology One financial systems would be an advantage.
- Experience or knowledge of document/records management will be highly regarded.

### Relationships

Reports to:	Management Accounting
Responsible for:	Nil
Internal liaisons:	Management Accountant, Human Resources Manager, All staff

External liaisons:

DELWP, other CMA's and third-party systems support providers

## Other relevant information

### *Diversity and Inclusion*

The North Central CMA acknowledges Aboriginal Traditional Owners within the region, their rich culture and spiritual connection to Country. the contribution and interest of Aboriginal people and organisations in land and natural resource management. We value the unique skills and experience Aboriginal employees bring to our culture and our community and are committed to providing supportive career development opportunities.

The North Central CMA is an equal opportunity employer and welcomes applicants from a diverse range of backgrounds. It is our policy to provide reasonable adjustments for persons with a disability. If you need assistance or adjustments to fully participate in the application or interview process, please contact the Human Resources Manager.

### *Flexible workplace*

We understand that life balance is an important part of our employees' lives. We offer a wide range of flexible arrangements to enable you to balance your work with other commitments and activities including family, health, study, carer responsibilities, and life/career aspirations. We provide various options such as flexible start and finishing times, working part time, job sharing, working from home and paid leave provisions that can be negotiated with your manager to help balance your personal commitments with the demands of the role.

### *Health and Safety*

Employees are required to carry out their work in accordance with health and safety legislation, and North Central CMA policies and procedures. Employees have a responsibility to exercise reasonable care to protect their health and safety and that of others by following all reasonable health and safety instructions; reporting any incident or hazards; assist in hazard identification, risk assessment and implementation of risk controls; and use PPE (Personal Protective Equipment) provided.

People managers have responsibility to ensure those under their supervision carry out work in accordance with health and safety legislation, and North Ventral CMA policies and procedures. They must ensure health and safety policies and procedures, and risk control measures are implemented and monitored. People managers are also responsible for ensuring their staff are provided with the necessary information, instruction and training to safely and effectively carry out their jobs.

#### *Financial delegation*

The position has a financial delegation of \$2,000 in line with policy FIN002 Financial Delegations.

#### *Multi-skilling*

The purpose of a position description is to provide a job summary that can be used to assist in a number of management activities including recruitment, induction, training, performance management, job evaluation, and job design. Position descriptions are supported by, and should be read in conjunction with, other North Central CMA documents such as collective agreements, letters of appointment, lists of duties, policies and procedures, codes of practice and any other materials that provide details about what is to be achieved and how the job is to be performed. An employee may be directed to carry out such duties as are within the limit of the employee's skills, competence and training, provided that such duties do not promote a narrowing of the employee's skill base.

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#### *Privacy and Probity*

The collection and handling of applications and personal information will be consistent with the requirements of the *Privacy and Data Protection Act 2014*.

If you would like to receive this information/publication in an accessible format (such as large print or audio) please contact us by phone on 03 5448 7124 or email at [info@nccma.vic.gov.au](mailto:info@nccma.vic.gov.au)