

ROLE DESCRIPTION

ASO-4

ROLE TITLE: PAYROLL & ACCOUNTING OFFICER CLASSIFICATION: ASO-4 EMPLOYMENT TYPE: Term (0.8 FTE)	TEAM: SUSTAINABILITY LOCATION: PORT ADELAIDE DATE: NOVEMBER 2022
REPORTS TO: Finance Manager	ROLES REPORTING TO THIS ROLE: Nil
ROLE PURPOSE: Responsible for the provision of an accurate and effective payroll function, HR administration and accounting and financial reporting systems.	
KEY RESPONSIBILITIES OF ROLE: <ol style="list-style-type: none"> Provision of an effective payroll service by the timely and accurate payment of salaries and wages, updating employee and payroll records and assisting with pay related enquires. Contribute to the effective provision of a range of finance support services by working with other finance team members to provide, cross train and to backup finance functions including accounts payable, accounts receivable, assets and general ledger maintenance. Maintain financial and payroll information systems, ensure payroll information system integrity and internal controls are adhered to and employee records are maintained accurately. Preparation of financial and human resource reporting obligations including statistical reports, the Annual Report and the Financial Statements and notes, and any ad hoc human resource reports. Contribute to the delivery of efficient corporate services by assisting in specific project work or participating as a member of a working group. Maintain accurate computerised filing systems, corporate registers and spreadsheets as required. Respond quickly and sensitively to internal and external finance related enquires, assist with general clerical duties, and thereby contribute to an effective corporate service. Lead the implementation of a new payroll system and identify and implement opportunities for the increased use of IT to deliver improved outcomes Contribute to achieving the Reconciliation Action Plan. 	
KEY RELATIONSHIPS: <ul style="list-style-type: none"> Internally: Work closely with the Finance Manager and in collaboration with other finance team members in the effective delivery of all finance related functions, assist the Head of People and Sustainability Leader as required. Collaborate with all staff across the organisation. Externally: Work with external auditors and other external organisations in respect to delivery of the annual audit and other outcomes of the role. 	
SPECIAL CONDITIONS: <ul style="list-style-type: none"> Occasional intrastate/interstate travel may be required. Hold a current Australian Driver's Licence. Required to participate in Country Arts SA's Staff Development Review Process and achieve performance targets as negotiated and mutually agreed with the line manager. 	

KEY SELECTION CRITERIA:

ESSENTIAL:

- Experience in effective payroll services, maintenance of accurate payroll records and Human Resource administration, including preparation of workforce statistics.
- Experience in the maintenance of corporate policies and procedures and internal control techniques.
- Well-developed interpersonal and communication skills (written and verbal) including the ability to foster good working relationships and contribute to an inspiring team.
- High attention to detail along with analytical and problem-solving skills and commitment to continuous improvement via the use of technology.
- High level of skills in the use of computer networks, computerised accounting and payroll packages and Microsoft office products.
- Analyse and research financial results and provide clear recommendations.
- Knowledge of financial management and accounting principles, taxation and payroll statutory requirements such as GST, FBT, payroll tax, superannuation obligations and SA Public Sector Treasury requirements.

DESIRABLE:

- Qualifications in accounting or business, finance and Government Sector.

YOU DEMONSTRATE OUR VALUES:

Our Values are central to the way we work and are the cornerstones for how we interact with industry, community, business partners, governments and each other:

- We keep regional South Australia at our core **(Place)**
- We generate local and national legacies by embedding artists in regional communities **(Impact)**
- We embrace diverse experiences and perspectives, and address the barriers that keep people from getting involved **(Inclusion)**
- We nurture, celebrate and showcase creativity from across regional South Australian **(Creativity)**
- We embrace diversity and act with integrity, transparency and generosity **(Respect)**

WORK HEALTH AND SAFETY OBLIGATIONS:

- Maintain a commitment to the Work Health and Safety Act 2014 legislative requirements.
- Proactively promote and follow workplace safety procedures and contribute to creating a safe working environment.
- Accept responsibility for your own and other's safety.
- Actively participates in consultation about work, health and safety issues.
- Identifies and reports hazards and identifies risk controls where appropriate.

CORPORATE RESPONSIBILITIES:

- Keeping accurate and complete records of business activities in accordance with the *State Records Act 1997*.
- Maintaining a commitment to the *Public Sector Act 2009*, Ethical Conduct and the Code of Ethics for *South Australian Public Sector* and their legislative requirements.
- Supporting and advocating Equal Employment Opportunity (EEO) and diversity in the workplace in accordance with EEO legislation. Maintaining a commitment to promote an inclusive workplace in support of Aboriginal and Torres Strait Islander people and other underrepresented groups.
- Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.

CORE COMPETENCIES & ASSOCIATED BEHAVIOURS EXPECTED AT THIS CLASSIFICATION:

Supports and Implements the Strategic Direction

- ☐ Understands the big-picture and contributes to the development of strategic direction.
- ☒ Understands and supports organisational goals and business objectives.
- ☐ Understands, supports and promotes organisational goals and business objectives.
- ☒ Steers and implements change.
- ☐ Identifies, defines and solves complex problems relating to the teams work objectives.
- ☐ Identifies broader factors, trends and influences across the Public Service that may impact on the teams work objectives.

Achieves Results

- ☐ Makes effective use of individual and team capabilities and negotiates responsibility for work outcomes.
- ☒ Evaluates alternatives objectively and uses evidence, knowledge and experience to deliver the best result.
- ☒ Ensures compliance with Public Sector legislation, regulations and policies.
- ☒ Monitors project performance and takes action to improve the delivery of quality outcomes as required.
- ☒ Values specialist expertise and capitalises on the knowledge and skills of self and others.

Enhances Business Excellence

- ☒ Actively supports and seeks new innovative initiatives and is responsive to change methodology to implement these.
- ☒ Keeps abreast of market trends, developments and economic/ legislative changes to meet current and future organisational needs.
- ☐ Identifies learning opportunities. Gives timely praise and recognition. Deals with underperformance promptly, and works towards agreed performance standards.
- ☐ Embeds a strong customer service ethos by understanding needs.
- ☒ Monitors expenditure, manages procurement and contract procedures and identifies the appropriate use of resources.

Cultivates Productive Working Relationships

- ☐ Listens to and considers different ideas and discusses issues credibly and thoughtfully. Identifies other people's expectations and concerns.
- ☐ Can identify conflict in situations and acts sensitively, objectively and constructively to de-escalate conflict.
- ☒ Works collaboratively and shares information with own team and seeks input from others.
- ☒ Builds and sustains positive relationships with team members, stakeholders and clients.
- ☒ Confidently communicates messages in a clear and concise manner using appropriate language.

Exhibits Personal Drive and Professionalism

- ☒ Acts with integrity and promotes consistency among principles, organisational values and ethical behaviour
- ☒ Provides impartial and forthright advice. Challenges issues constructively and justifies own position when challenged. Acknowledges mistakes and learns from them
- ☐ Persists and focuses on achieving objectives in difficult circumstances responding in a positive and controlled manner
- ☒ Self-evaluates performance and seeks feedback from others. Recognises how behaviour impacts on others. Committed to self-development.
- ☒ Contributes to a culture that values and respects diversity and models this in all interactions.
- ☒ Ensures standards for the safety and wellbeing of self and others are maintained.