

## Payroll and Finance Officer

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### Cairns, Townsville, Mackay

#### About us

Northern Queensland Primary Health Network (NQPHN) is one of 31 regionalised and independent PHNs established nationally by the Commonwealth Department of Health to provide local communities with better access to improved primary healthcare services.

The NQPHN region extends from St Lawrence in the south coast, up to the Torres Strait in the north, and west to Croydon and Kowanyama.

NQPHN aims to improve health outcomes for all residents by supporting, investing in, and working collaboratively with local Hospital and Health Services, the primary healthcare sector, local government areas (LGAs), other health organisations, and the wider community.

Find out more about NQPHN at [www.nqphn.com.au](http://www.nqphn.com.au)

#### The role


The Payroll and Finance Officer forms part of the Finance Team and is responsible for providing proactive high level and high-quality support and coordination with payroll and accounts functions.

- Support the maintenance of the accounting and payroll system/s (Xero Accounting Software).
- Coordinate the processing of fortnightly payroll payments, salary sacrifice, and superannuation contributions.
- Coordinate the lodgement and payment of superannuation.
- Assist in the preparation of BAS, FBT, and PAYG returns and ensure all compliance obligations are met.
- Process fortnightly payroll data into Xero accurately and in a timely manner.
- Ensure payroll reports and supporting documents are filed appropriately.
- Liaise with the salary sacrifice provider's support team (Eziway) to ensure accurate and timely processes.
- Assist in internal and external audit processes.
- Manage leave requests and balances and monitor the payroll email account.
- Provide support in monitoring the accounts email inbox, processing all creditor invoices, and analysing for accuracy.
- Reconcile credit card payments, reconcile to statements, and following up missing source documents and incomplete information.



NQPHN acknowledges the Aboriginal and Torres Strait Islander peoples as Australia's First Nation Peoples and the Traditional Custodians of this land. We respect their continued connection to land and sea, country, kin, and community. We also pay our respect to their Elders past, present, and emerging as the custodians of knowledge and lore.



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- Prepare monthly Reconciliations, including bank and other general ledger accounts as advised.
  - Prepare and post monthly salary accruals.
  - Provide support to the Finance Team in other finance and accounting functions, including the month-end reporting tasks.
  - Provide training in Xero Expenses to new staff during the onboarding process.
  - Work effectively and collaboratively with the Finance Team.
  - Assist in the development, review, and implementation of payroll policies and procedures, and provide training and guidance to employees.
  - Assist in continuous improvement projects within both payroll and finance functions.
  - Support the Finance Manager with surge support as required.

### Key selection criteria

- At least five years relevant work experience – specifically in payroll and finance, preferably in a non-profit or health care industry.
- Demonstrated experience in processing payroll, preferably in Xero.
- Demonstrated experience and understanding of the importance of supporting transparent and equitable procurement and contract management processes and procedures.
- A high level of attention to detail.
- Good knowledge of Microsoft Word, Excel, and Outlook.
- Good knowledge of general financial functions.
- Demonstrated ability to prioritise and meet deadlines in a high demand work environment.
- Excellent interpersonal, communication (verbal and written), and negotiation skills.

If you are looking for the opportunity to be part of a passionate and driven team and contribute to achieving our mission of ‘northern Queenslanders live happier, healthier, longer lives,’ we’d love to hear from you.

**NQPHN aims to be an employer of choice for Indigenous Australians, and we encourage Aboriginal and Torres Strait Islander people to apply for this role.**

For further information on this position and to view the position description, please visit our website: [bit.ly/nqphn-vacancies](https://bit.ly/nqphn-vacancies)

### Your application should include:

- cover letter including response to the key selection criteria (no more than two pages)
- your resume.

To submit an application for this position, please send your application to [recruitment@nqphn.com.au](mailto:recruitment@nqphn.com.au)

Applications close Monday 21 August 2023 at 5pm.