



SUNRISE HEALTH SERVICE ABORIGINAL CORPORATION
PH: (08) 89 719 500
ABN 26 778 213 582 • ICN 4170

**First Floor Pandanus Plaza
25 First Street, Katherine
PO Box 1696, Katherine NT 0851**

Job Title	Finance & Payroll Officer		Business Unit	Finance Team
Employment Status	Full time		Duration	6 month fixed term
Classification	AO3		Salary	\$61,248 to \$66,099
Position Number	303		Reports to Position (name and number)	Finance Co-Ordinator - 302
Contact	Mary Harous, Acting Finance Co-Ordinator			
Organisation Information	http://www.sunrise.org.au/sunrise/home.htm			
Information for Applicants	Applications should be limited to a one-page summary sheet addressing the selection criteria and a detailed resume/cv attached. All applications to be sent to recruitment@sunrise.org.au Confirmation of employment is dependent on the outcome of a Criminal History Check and successful application for an Ochre Card.			

Primary Objective:

Under the Direction of the Director of Finance and Business Operations and supervised by the Finance Co-Ordinator, the Finance & Payroll Officer will be primarily responsible for the preparation of all payable and receivable functions, and perform a variety of tasks within the Finance section including staff payroll related duties and other financial entitlements.

Key Duties and Responsibilities:

1. Enter, process, reconcile and pay all Creditor (Supplier) tax invoices on a timely basis.
2. Enter, process, reconcile and follow-up Debtor (Customer) tax invoices on a timely basis.
3. Process daily banking transactions for Direct Debits and Debtor Direct receipts.
4. Maintain and process all Petty Cash requests and reconcile monthly.
5. Communicate with suppliers and customers and resolve any disputes.
6. Maintain and file all supplier tax invoices after payment processing.
7. Assist with preparation of Fortnightly Payroll related duties as required including entering new staff employee file details.
8. Raise invoices for Workers Compensation refunds as required.
9. Process employee travel allowances, reimbursements and Fares to Isolated Lands (FOIL) as required.
10. Maintain purchase order logbooks.
11. Assist with yearly Archiving.
12. Assist in End of Month reconciliations and processing.
13. Assist and distribute Board payments as required.
14. Other duties as required.

Selection Criteria

Essential:

1. Demonstrated experience in processing Accounts payable and receivable.
2. Experience with payroll processing.
3. Demonstrated experience working to tight deadlines.
4. Advanced communication skills, both verbal and written with a high level of customer focus.
5. Good Excel spread sheet skills and well developed computer literacy especially in finance, payroll and banking systems.
6. Current unrestricted NT Driver's Licence.

Desirable:

1. Experience working with Attache' software.
2. Experience working in a multi-site Health service environment.

Approved: Month Year August 2018

**Approver: George Marin
DIRECTOR FINANCE & BUSINESS OPERATIONS**