JOB DESCRIPTION FORM

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| Effective date of document |  |
| Award | ACCHS |
| Award Type | Admin |

**POSITION IDENTIFICATION**

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| **Title:** | Finance Officer – Payroll AMS & Accounts |
| **Reports to:**  **Supervision of:** | Finance Supervisor  Nil |
| **Relationships – Internal**   * All other Units   **External**   * Salary Sacrifice Provider * Superannuation Providers * AMS’s | |
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| **Duty Statement** |
| This position undertakes the review, mentoring and relief processing of Payroll Duties for to AMS’s as required by Service Level Agreements  **Kimberley Aboriginal Medical Services is a smoke-free organisation and smoking is prohibited in and around all buildings, vehicles and grounds.** |

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| **Key Responsibilities**  **This position will undertake the following:**   * Assist AMS with fortnightly payroll requirements as required, requirements will vary for each AMS * Duties may include some inputting of payroll data from time sheets * Review and checking of payroll data that has been input by AMS * Review and Monitor AMS’s pay obligations are being met. ie. Salary Sacrifice payments, Dept of Housing, Child Support etc * Checking Termination Payouts, new employee setups, ARL airfare calculations and general review of payroll * Assist Set up new employee Superannuation Account with provider, Assist with lodgement of Single Touch Payroll to ATO * Mentor AMS on ongoing basis where appropriate in line with Service Level Agreements * Assist Payroll Officer with preparation of KAMS Ltd Payroll and relieve when required * Assist Accounts section with other duties as required |

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| **Selection Criteria** |
| **Essential:**   * A genuine interest in accounts and finance with relevant experience (12 months) or relevant qualifications * Experience in maintaining and updating the employee files data base * Working knowledge of employer’s statutory obligations in fulfilling the payroll functions * Proven experience with computerized payroll system, Microsoft Excel and Word * Basic knowledge of Industrial Awards and their interpretation * Demonstrated ability to communicate with staff concerning payroll issues * Demonstrated ability to work as a team member * Methodical, well organized and adaptable * Commonwealth Police Clearance * Ability to overnight travel to AMS offices throughout Kimberley   **Desirable:**   * Knowledge of the RECKON payroll programs (preferred) or other payroll systems * Ability to reconcile subsidiary ledgers to the general ledger * Knowledge of salary sacrifice arrangements * Progression towards an accounting diploma or equivalent * Current “C” Class Western Australian Driver’s Licence |

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| **Certification** |
| **The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.**  KAMS CEO  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  **As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.**  Name of employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Appointed: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ |

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| **About KAMS**  [**www.kams.org.au**](http://www.kams.org.au) |
| KAMS (Kimberley Aboriginal Medical Services Ltd) is a regional Aboriginal Community Controlled Health Service (ACCHS) resource organisation providing a collective voice for a network of member ACCHS from towns and remote communities across the spectacular Kimberley region of Western Australia.  Our major role is in advocacy and support for our ACCHS members, in addition to KAMS being directly responsible for the provision of comprehensive primary health care in 5 remote Aboriginal community clinics at Balgo, Billiluna, Mulan, Beagle Bay and Bidyadanga. Our member ACCHS are based in Kununurra (OVAHS – Ord Valley Aboriginal Health Service), Halls Creek (YYMS – Yura Yungi Medical Service), Derby (DAHS – Derby Aboriginal Health Service) and BRAMS (Broome Regional Aboriginal Medical Service).  The KAMS Work force Support and Development Unit provides a model of integrated health education, incorporating accredited training for medical undergraduates and postgraduates, as well as support and non accredited training across the Kimberley.  KAMS is also responsible for the development and management of Renal Services for the Kimberley, including satellite dialysis services and support and coordination of local primary health care services in the provision of renal education and prevention, early detection and better management of established kidney disease and coordination of care for those in advanced stages of kidney disease.  The KAMS regional collective of ACCHS is a major employer in the Kimberley, with Aboriginal people representing more than 70% of its 300+ strong workforce.  KAMS's regional support includes:   |  |  | | --- | --- | | * Population Health * Social and Emotional Well Being * Health Promotion * Information Technology * Pharmacy Support and Training * Corporate and Financial Services | * Research * Regional Renal Services * Undergraduate and Postgraduate Medical Training |   Staff may not smoke while in uniform or when they are acting in an official capacity off site. Smoking is prohibited in and around all buildings, vehicles and grounds. |