### Position Description

#### Accounts and Payroll Assistant

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Accounts &amp; Payroll Assistant</th>
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<tbody>
<tr>
<td>Reports To:</td>
<td>Direct Finance Manager</td>
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<tr>
<td></td>
<td>Indirect N/A</td>
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<td>Direct Reports:</td>
<td>N/A</td>
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<tr>
<td>Position Type:</td>
<td>Part time FTE 0.3 (22.8 hrs per fortnight), Maximum Term</td>
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<td>Location:</td>
<td>305 Grattan Street, Melbourne (working from home as required during the COVID-19 pandemic)</td>
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### Key Relationships:

#### Internal
- Finance Manager
- Directors, Portfolio Heads and Program Managers
- People and Culture (payroll related queries)
- Contracts and Procurement Manager
- Accounts payable and receivable functions at VCCC member organisations
- Finance, Audit and Risk Committee (FARC)

#### External
- VCCC auditors
- Westpac
- Accounts payable and receivable functions at non-member organisations

### POSITION PURPOSE

Working as a member of the Victorian Comprehensive Cancer Centre (VCCC) Corporate Services Team, the Accounts & Payroll Assistant is primarily responsible for the accounts payable and receivable and payroll functions of the VCCC. The role will also assist with compliance tasks such as BAS preparation and lodgement and assist with month-end processes.

The Accounts & Payroll Assistant will work closely with the Finance Manager to ensure payments are made in a timely and accurate manner and internal and external queries are resolved efficiently. The role processes the fortnightly payroll using KeyPay and facilitate quarterly processing of superannuation payments, responding to staff queries and liaising with People and Culture regarding payroll related matters, as required.

The working hours for this role are 22.8 hours each fortnight, usually comprising of 12.8 hours each pay week and 10.0 hours in alternate weeks, spread across Monday and Tuesday or as otherwise mutually agreed. Reasonable additional hours may be required from time to time to complete tasks.

### ORGANISATIONAL CONTEXT

#### Vision

The vision for the Victorian Comprehensive Cancer Centre (VCCC) is to save lives through the integration of consumer-engaged cancer research, education and patient care.
Founded in the holistic principles of the internationally-recognised Comprehensive Cancer Centre model, the VCCC alliance brings together 10 of Victoria’s leading research, academic, and clinical institutions to achieve what can only be done through state-wide collaboration. Together we will improve outcomes in cancer in metropolitan, regional and rural Victoria, and forge new approaches to cancer research, education, and patient care for all.

Operating Environment

The VCCC’s multi-site, multidisciplinary model brings together the complementary strengths of Peter MacCallum Cancer Centre, Melbourne Health (including The Royal Melbourne Hospital), the University of Melbourne, Walter and Eliza Hall Institute of Medical Research, The Royal Women’s Hospital, The Royal Children’s Hospital, Western Health, St Vincent’s Hospital Melbourne (including St Vincent’s Institute), Austin Health (including the Olivia Newton-John Cancer Research Institute and Austin Lifesciences) and Murdoch Children’s Research Institute.

The VCCC has a 3.5-year agreement to June 2023 with the Department of Health and Human Services to develop and implement new and innovative cancer research and treatment programs under an agreed Strategic Research Plan.

Team Purpose

Be known for enabling the best research-led cancer care for all.

Team Values

**Better Together** we connect and support to empower sustainable change

**Integrity** we are respectful of the cancer community and accountable for our contribution

**Bold** we cultivate ideas and dare to innovate

**Patient-Centred** we place patients with cancer at the centre of all we do

**For All** we champion equity of cancer care for every Victorian

Main Responsibilities

**Accounts Payable and Receivable**

- Process all accounts payable invoices on a weekly basis
- Prepare payments for approval each fortnight, including setting up electronic bank payments and preparing related paperwork
- Ensure payments are made in line with creditors’ terms
- Issue invoices as required and follow up overdue amounts in a timely manner
- Attend to payment enquiries and other related queries
- Ensure payments are allocated in Xero in a timely manner to facilitate bank reconciliation
- Identify any time-consuming bottlenecks and recommend processes for improvement
- All related AP and AR administration and filing

**Financial Accounting & Processes**

- Assist with BAS preparation and lodgement
- Review and maintain the fixed asset register
- Ensure compliance with VCCC’s delegation of authority policy
• Assist with month-end processes, such as bank reconciliations and sending reports to program managers
• Attend to program managers’ queries about project expenses
• Liaise with and assist the Finance Manager, Director Finance & Corporate Services and auditors as required

Payroll
• Process payroll each fortnight and answer payroll queries from staff, as required
• Set up new staff in the payroll system
• Process quarterly superannuation payments to staff superannuation funds
• Assist or alert People and Culture regarding any payroll related matters

Contracts Admin
• Support the management of contractual invoicing requirements, liaising with the Contracts and Procurement Manager to ensure contractual terms are met
• Update the contracts register when contract payments are made

General
• Share information and work collaboratively and collegiately with all VCCC staff, stakeholders and committees
• Work in accordance with VCCC policies and procedures, following reasonable directions
• Participate in the VCCC Performance Planning and Development Review processes
• Assist with or take on other relevant duties to support the VCCC team as reasonably required.

Special Requirements
• VCCC and the hospital building we work within is a smoke-free environment. All employees are expected to respect this policy to the fullest degree and with a very mindful approach.
• Maintain a valid Right to Work in Australia
• Satisfactory completion of National Police Check. In some cases, a Qualifications Check may be required and will be advised prior to appointment.

Key Selection Criteria:
Experience
• Experience in managing accounts payable and receivable functions
• Experience using Xero or similar accounting system
• Experience in processing payroll, including understanding of record keeping, termination, superannuation processes and general compliance requirements
• Experience using KeyPay or similar payroll system

Expertise
• AP and AR reconciliation/journal skills
• Meticulous attention to detail & well-developed organisational skills
• Excellent written and oral communication skills
• Ability to multi-task, prioritise competing demands and meet deadlines
• Proficiency in Microsoft Office, particularly Excel (experience in use of Excel formulas an advantage)

Qualifications
• Minimum: Certificate IV in accounting/bookkeeping
• Desirable: Tertiary or postgraduate qualification in accounting or finance

The Person
• Shares information and taps into relevant people and resources to develop solutions to resolve problems and overcome potential barriers
• Skilled in building strong and sustainable relationships to build consensus and achieve stronger results together
• Demonstrates a high level of discretion, diplomacy and personal integrity
• Takes responsibility for quality outcomes and learns from unsuccessful endeavours
• Calm in dealing with time demands, incomplete information or unexpected events

Equity and Inclusion:
The Victorian Comprehensive Cancer Centre (VCCC) is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation.

The VCCC makes decisions on employment, engagement, promotion and reward on the basis of merit. We are committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, contractors, appointees, secondees, volunteers and partners with a safe, respectful and rewarding environment. This commitment is set out in more detail in the VCCC Equal Opportunity Policy and Bullying Prevention Policy.

Term:
The tenure of this role is linked to VCCC Strategic Plan. Potential opportunities for appointment beyond 30 June 2024 will be dependent on renewed funding and operational requirements.