

BURKE AND BEYOND
ASSOCIATION INCORPORATED
Established 1991

POSITION DESCRIPTION
ADMINISTRATIVE OFFICER/ACCOUNTS AND PAYROLL

POSITION:	Administrative Officer – Accounts and Payroll
REPORTS TO:	Chief Executive Officer CEO
HOURS OF WORK:	Part-time - 22.8 hours to 25 hours per week, days and times to be negotiated.
AWARD & CLASSIFICATION:	As defined by the contract SCHADS Level 3 or 4 depending on experience and qualifications.
POSITION SUMMARY:	<p>The position primarily coordinates aspects of the financial processes such as payroll and data entry associated with the budget. The position also involves administrative tasks associated with service delivery and support and provides administration assistance to the CEO and Executive team</p> <p>An advanced knowledge of Xero and good knowledge of Microsoft Office essential. Burke and Beyond (B & B) employs around 60 staff members.</p>
DATE:	8/1/2025

ORGANISATIONAL PROFILE

ABOUT BURKE & BEYOND:	Burke and Beyond is a not-for-profit community-based organisation, which operates several services in Melbourne’s Eastern and Southern Regions. We provide a wide range of activities and opportunities designed to meet the expressed needs of people with an intellectual disability. Our main objective is to enhance our participants’ independence and maximise their quality of life. We focus on establishing connections with the local community and businesses with the view of supporting our participants in experiencing volunteering and working experiences as part of their learning.		
OUR VISION:	<i>“Inclusion that counts”</i>		
OUR MISSION:	Burke and Beyond strives to improve lives through social interaction, personal development and community participation		
KEY PRINCIPLES:	ACCOUNTABLE	PROGRESSIVE	SUPPORTIVE
		Show initiative	
		Invest in each other	

OUR COMMITMENT:	Lead by example
	Go above and beyond
	Be respectful and honest
	<p>Burke and Beyond recognises that its staff members are a valuable resource and is committed to facilitating a safe, secure, productive and diverse environment which supports the vision and mission of the organisation and meets, or exceeds, the requirements of service delivery and the relevant legislations and standards which govern us.</p>

YOUR RESPONSIBILITY	
GENERAL	<ul style="list-style-type: none"> This position will abide by the principles and laws governing Workplace Health and Safety including Inappropriate Behaviour- Bullying, Harassment and Discrimination. Maintain knowledge and comply with the requirements, Key practices and expectations of the policies and procedures of Burke and Beyond. Adhere, promote and actively participate in a safe environment for all Report potential, actual hazards and any incidents. Attend relevant staff meetings and training education sessions Maintain the competencies required to successfully undertake the role/position Work collaboratively with team members Communicate with honesty, transparency, respect and integrity Be well presented, appropriately attired, neat and tidy Maintain and respect privacy and confidentiality at all times Participate and support continuous improvement and quality initiatives Support and promote the National Standards for Disability Services and Department of Health and Human Services Standards (Victoria).

POSITION RESPONSIBILITIES	
KEY RESPONSIBILITIES:	<ol style="list-style-type: none"> 1. Payroll 2. Accounts payable and receivable 3. Allocation of income and expenses in Xero 4. The maintenance of administrative systems 5. A professional approach to work 6. Data entry, reception and other related administration tasks 7. Administration assistance for the CEO and Executive team
Payroll:	<ul style="list-style-type: none"> Review time sheet information and enter payroll data adjustments in Human Force Upload data in XERO and make necessary adjustments Distribute pay slips online Fortnightly preparation of Super Quarterly reporting of Portable long service leave Administration of Workcover payments Organise bank bulk payments Prepare salary packaging data as per Access Pay directions Ensure appropriate pay levels are regularly update and correct for all staff Update staff data as needed File electronic and hard copy files Maintain privacy and confidentiality in line with Policy and Procedures

<p>Accounts payable, receivable and banking</p>	<ul style="list-style-type: none"> • Scan documents and save in appropriate files • Organise electronic payments as needed and send for authorisation • Ensure correct payment • Maintain list of payees • Allocate invoices to correct cost centre • Maintain a system for charging programs and produce quarterly invoices • Produce monthly attendance invoices to parents/caregivers • Maintain a list of contractors and businesses that we interact with • Calculate and send invoices to parents/caregivers regarding activity fees • Make deposits into the bank on behalf of B&B • Advise the CEO of upcoming Term deposit transactions • Prepare paperwork for term deposits • Reconcile and set up replenishment of debit cards (petty cash) for all services and keep separate data for each of them.
<p>Allocation of Income expenses on Xero</p>	<ul style="list-style-type: none"> • File copies of all bills • Send receipts for payments • All data is updated • Review GST on bills and receipts • Check ABN for all new suppliers • All copies of invoices are on the system • All documentation regarding payroll is on the system • Data is available and easy to retrieve for Managers
<p>Administration Systems</p>	<ul style="list-style-type: none"> • Oversee the ordering of office supplies • Arrange orders for cleaning and general supplies if requested • Update new information on Xero and Supportability systems as needed • Discuss potential problems, hazards and risks with the CEO • Participate in relevant safety and evacuation drills • Purchase printing and other office equipment as needed
<p>Professional approach</p>	<ul style="list-style-type: none"> • Be familiar with all Burke and Beyond policies and procedures on the system • Continue to grow and develop your knowledge • All stakeholders are communicated to in an honest, respectful and transparent way. • Staff are well presented being appropriately attired, neat and tidy • Shows respect to team members and participants • Confidentiality is maintained at all times through the collection of data, discussion and reporting of information about participants and staff. <ul style="list-style-type: none"> • Answer and coordinate incoming telephone calls • On-boarding and exit of staff in Humanforce & Xero • Distribute mail internally • Manage mailouts of newsletters electronically as requested • Respond to deal with all inquiries and visitors to the service • Assist with urgent tasks as needed

KEY SELECTION CRITERIA

MANDATORY:	<ul style="list-style-type: none"> Knowledge of payroll An excellent working knowledge of Xero and Microsoft Suite Knowledge of the SCHADS award Effective verbal and written communication skills Experience in maintaining good administrative systems A self- motivated person with a positive and mature attitude Accuracy and a high degree of attention to details The capacity to work autonomously and in a team Skills in supporting all levels of staff and external agencies An understanding of the principles of confidentiality and privacy The ability and eagerness to learn new skills NDIS Worker Screening Check and Working with Children's Check or willingness to undertake
DESIRABLE:	<ul style="list-style-type: none"> Knowledge of Disability Sector, Disability Service Standards and NDIS Bookkeeping qualification

AGREEMENT

I have read, understood and agree to comply with this position description.

Name:

Signature:

Date:

Burke and Beyond representative:

Name:

Signature:

Date:

Position: