



POSITION DESCRIPTION

Position	Accounts and Payroll Officer
Contract	Fixed term contract (June 30, 2027)
Hours	0.6FTE (22.8 hours per week)
Location	Workzone, Level 1, 1 Nash Street, Perth, 6000
Reports to	Manager Operations and Business Development
Approved	Chief Executive Officer
Date/Signed	January 2026

Job Purpose

The Accounts and Payroll Officer manages end-to-end payroll processing, employee remuneration, and accounts payable duties to ensure legal compliance and timely payments. The role requires a team member who is an expert with numbers, has a strong attention to accuracy, and a commitment to supporting business operations.

Reporting to the Manager of Operations and Business Development, this role is responsible for overseeing timely and accurate payroll administration, as well as general ledger management and bookkeeping functions. The primary objective is to achieve excellence in financial record-keeping by efficiently processing, recording, reporting, lodging, and managing financial transactions, budgets, and audit activities.

Key Responsibilities

This position coordinates WAAMH's payroll and account functions under the supervision of the Manager Operations and Business Development to deliver the following:

- Manage fortnightly payroll processing for employees and contractors, including the calculation of gross pay and salary packaging arrangements.
- Oversee statutory obligations such as Pay as You Go (PAYG) withholding, Payroll Tax, and Superannuation contributions.
- Administer Accounts Payable (AP) and Accounts Receivable (AR), encompassing invoice processing, bank reconciliations, and credit card statement management.
- Posting journal entries, including those related to payroll, accruals, and adjustments
- Interpret and apply relevant industrial awards, enterprise agreements, and Fair Work Act provisions to ensure accurate pay rates and leave entitlements, in collaboration with HR consultant

- Assist the Accounts Consultant in preparing monthly, quarterly, and annual financial statements for the finance committee and board.
- Support the management team in compiling annual budgets and providing regular tracking updates.
- Prepare Single Touch Payroll (STP) submissions to the Australian Taxation Office (ATO).
- Serve as the primary point of contact for staff inquiries regarding payroll discrepancies, leave balances, and taxation matters.
- Maintain comprehensive and accurate financial records.
- Identify and implement enhancements to systems and processes for greater efficiency.
- Assist the Accounting Consultant in facilitating audits and ensuring compliance with all company policies.

General

- Participate in organisation wide activities including team meetings and events
- Actively engage in professional and cultural development opportunities
- Maintain and promote effective working relationships and a high standard of service on behalf of WAAMH
- Understand and work in accordance with WAAMH's values and guiding principles
- Ad-hoc duties as required by WAAMH

WAAMH Values

- **Respect** - Understanding mental health challenges are a normal part of the human condition, having compassion, valuing the dignity, unique qualities, knowledge and experience of each person.
- **Self-determination** - Upholding the dignity of choice, self-direction, hope for the future and control over our life and destiny.
- **Inclusion** - Fostering engagement, collaboration, and partnership; encouraging diversity and listening.
- **Integrity** - Acting with authenticity and curiosity; being prepared to question and critique, critically consider evidence; pursue excellence.
- **Courage** - Being persistent, tenacious, and steadfast in pursuing WAAMH's vision and values while acting with humility.

Selection Criteria

Essential

- A Bachelor degree in finance or accounting is required for this position
- Experience with Xero Payroll software
- At least 3-5 years of payroll processing and accounts experience
- Experience compiling annual budgets and providing regular tracking updates to management
- Understanding of and support to co-ordinate an organisational audit
- Highly effective time management and organisational skills with the ability to work under pressure while meeting strict and competing deadlines.
- Capacity to work both independently and constructively as part of a team to meet shared objectives.
- Strong written, verbal and interpersonal communication skills
- Ability to work autonomously, using own initiative
- Hold a current National Police Certificate

Desirable

- Lived experience of mental health issues and recovery as a consumer, carer or family member.
- A culturally and/or gender and sexuality diverse background.

Acceptance of Position Description

Signature of Staff Member

Date

Name of Staff Member