

## Position Description

Job Title	Finance Officer
Location/ Department	Cell Therapies Pty Ltd Level 9, 305 Grattan Street Melbourne VIC 3000
Reporting To:	Financial Controller
Main Purpose of Position	The Finance Officer will be responsible for managing the end-to-end payroll function within Cell Therapies Pty Ltd (CTPL) and supporting month-end and accounts payable tasks. The Finance Officer will engage with all functions across CTPL and deliver timely reporting to inform business and financial decisions.
Number of Direct Reports	Nil
Key Relationships	<u>Internal:</u> Liaises with: CTPL Leadership and Staff  <u>External:</u> Liaises with: Auditors, ATO
Skills and Experience	Essential <ul style="list-style-type: none"> <li>• Minimum of 5 years of work experience in similar Payroll roles</li> <li>• Process and deadline driven mindset with a keen eye for detail to ensure the delivery of accurate and timely payroll files</li> <li>• Critical thinking and problem-solving skills</li> <li>• Ability to develop ongoing working relationships to meet a variety of stakeholder requirements</li> <li>• Excellent written and verbal communication skills</li> <li>• Strong computer software skills, including Excel and other Payroll/financial software and tools for reporting and analysis purposes</li> <li>• Working knowledge and application of Payroll obligations and standards</li> </ul>
Skills and Experience	Desirable <ul style="list-style-type: none"> <li>• Experience in a Chartered Accounting firm or Pharmaceutical sector can be advantageous</li> <li>• Experience with SAP/HR3 can be advantageous</li> </ul>
Key Accountabilities	Demonstrated by / Key Performance Indicators

<p>Payroll Management</p>	<ul style="list-style-type: none"> <li>• Management of end-to-end payroll function for all employees</li> <li>• Primary contact for all CTPL staff and management on payroll and related matters</li> <li>• Ensure Payroll Masterfile is maintained and up to date at all times</li> <li>• Ensure pay items and system configuration reflect employment conditions and award requirements</li> <li>• Post payroll journals into SAP</li> <li>• Review timesheets for accuracy and compliance to employment rules, ensuring all overtime and leave requests have been entered correctly</li> <li>• Ensure submitted expenses are appropriately approved by line managers and processed via Payroll system</li> <li>• Follow up on payroll enquiries to ensure the processing file is accurate and completed in a timely manner</li> <li>• Support onboarding and offboarding activities from a payroll perspective and provide any system and process training as required</li> <li>• Ensure that the organisation satisfies all compliance requirements related to superannuation and PAYG</li> <li>• Prepare and lodge Payroll tax, IAS and Workcover returns</li> <li>• Support the preparation and lodgement of statutory taxation obligations (including Income Tax, FBT, BAS)</li> <li>• Manage the PRODA account</li> </ul>
<p>Finance Support</p>	<ul style="list-style-type: none"> <li>• Undertake month end reconciliations as required and directed by the Financial Controller</li> <li>• Assist and support the broader team in preparation for internal and external audit processes</li> <li>• Assist with accounts payables processes including review and upload of all supplier invoices, ensuring accurate coding and approval status' per delegation of authority</li> <li>• Support a range of other activities within Finance such as internal control activities, business administration and insurance management.</li> <li>• Monitor cash position and set up invoice payments</li> </ul>
<p>Reporting</p>	<ul style="list-style-type: none"> <li>• Prepare weekly / monthly reports, including leave balances and overtime analysis</li> <li>• Engage in business partnering with stakeholders to deliver accurate and timely reporting and insights</li> <li>• Assist with budget and forecast activities across the organisation</li> </ul>

<p>Process improvement</p>	<ul style="list-style-type: none"> <li>• Optimise payroll systems, and review and update policies and procedures to ensure continuous improvement and alignment with contemporary relevant practices, utilising technology where possible to optimise efficiency and effectiveness</li> <li>• Create further efficiencies in the PO and Invoice approval systems to streamline accounts payable processes</li> <li>• Review AP systems used and investigate ways of further improving efficiencies and utilising technology</li> </ul>
<p>Continuing Education</p>	<ul style="list-style-type: none"> <li>• Maintain up to date regulatory expertise of relevant regulatory frameworks for Payroll, Superannuation and Taxation</li> <li>• Participate in educational activities including attendance at internal and external training courses</li> </ul>
<p>Health, Safety and Environment obligations</p>	<ul style="list-style-type: none"> <li>• Take reasonable care for their own health, safety &amp; wellbeing as well as others.</li> <li>• Comply with any reasonable CTPL instruction, including the use of safety equipment and PPE.</li> <li>• Ensure their personal fitness for work.</li> <li>• Notify and report to their supervisor / Line Manager as early as practical any hazard, hazardous process, incident or injury.</li> <li>• Participate in incident investigations and/or risk assessments when requested.</li> <li>• Provide a supportive environment for injured employees returning to work.</li> </ul>