



**Are you a number-crunching ninja with a flair for fun?
Do you have the precision of an accountant and the spirit of skilled Karaoke singer?**

We want YOU to join our dynamic team as a Finance and Payroll Officer!

Who are we? Witmore has been providing supported employment and programs to people with a disability since 1958, Our Vision is to have People feel Valued, Supported, Empowered and Celebrated! At Witmore Limited we believe that work should be as enjoyable as your favourite hobby. We're a vibrant, community minded business that values empathy and a positive work environment as much as we value accuracy and efficiency in finance.

As our Finance and Payroll Officer, you'll be at the heart of our financial operations, ensuring our employees are paid on time and our books are balanced to perfection as well as playing a crucial part in the NDIS aspect of our business.

Here's a glimpse of what you'll be up to:

Manage all end-to-end payroll processes with precision:

- Including calculation and processing of payroll related payments for PAYG tax, authorised payroll deductions, superannuation, etc.
- Respond to and resolve payroll enquiries in a friendly and timely manner i.e. leave balances, award interpretations etc.
- Monitoring any relevant award changes relating to Witmore staff awards or any NDIS price guide changes and be able to make the relevant changes.

Facilitate end to end account management:

- Reconcile accounts and investigate discrepancies like a seasoned sleuth.
- Confidence to call and chase outstanding debtors.
- Prepare monthly, quarterly, and annual financial statements including BAS.

Be our NDIS wizard!

- Track NDIS Funding, ensure all billable NDIS supports are processed weekly.
- Submit weekly payment claims to the NDIS Portal / relevant funding body.
- Submit weekly invoices to plan managers or participants who are self-managed.

Number Crunching and Business Improvement

- Prepare financial reports, providing financial analysis and recommendations to support strategic decision-making.
- Budget creation and communication with the leadership team and monitor budget performance and report variances to management.
- Collaborate with other departments, providing financial insights and support with a whole lot of compassion.
- Identify, implement improvements, and document financial processes, making things smoother and more efficient.

What We're Looking For:

Experience & Education! Relevant qualifications in Finance, Accounting, or a related field, and a few years of applicable experience under your belt.

Skills! Proficiency in payroll software and financial systems, a great communicator, big team player and relationship builder.

Character! A positive, can-do attitude, a sense of humour, and the ability to bring a bit of sunshine into the office, even on a Monday morning.

Bonus Points! A great understanding of NDIS Plans and Funding. Experience working with Government portals will be highly regarded.

WORK PERKS:

- Salary packaging available
- 50% gym memberships!
- Fun but supportive work environment.
- Be proud of where you work!
- Family friendly and flexible! (need to duck out to a school assembly? no worries).

Ready to Join the Witmore family?

If you're ready to take your finance career to a business that has the sole purpose of improving the lives of their Participants and have a blast while doing it, we want to hear from you!

Apply Now with your *resume* and a *cover letter* addressing why your experience and values match Witmores.