

Accountant for Psychologists

Checklist: Hiring Your First Employee in Private Practice

Employing your first team member is a big milestone—congratulations!

To help make the process easier, here's a handy checklist of key things to think about when hiring in a psychology or allied health setting.

Job Description

- List duties and responsibilities
- Specify required qualifications and experience
- Identify desirable personal attributes
- Set clear expectations for hours, reporting lines, and pay range
- Have a 3 month probationary period

Legal Requirements

- Check the **Health Professionals and Support Services Award 2010**
→ [Find the award here](#)
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- Review Fair Work obligations
→ [Visit Fair Work website](#)
- Confirm employee vs contractor status

Payroll

- Choose ATO-compliant payroll software
→ About Single Touch Payroll (STP)
- Set up payslips and timesheet tracking
- Register for PAYG withholding with the ATO

Tax and Superannuation

- Understand PAYG tax obligations
- Set up superannuation contributions
→ Super guarantee info
- Schedule quarterly super payments

Insurance

- Organise **workers' compensation** insurance (mandatory)
- Organise **public liability** and **professional indemnity** coverage
- Review your current business insurance policies

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📖 Employee Handbook

- Write clear policies for:
 - Code of conduct
 - Leave and time-off
 - Health and safety
 - Confidentiality
 - Dress code
- Provide a copy to all staff members

🚀 Onboarding Process

- Prepare orientation pack or welcome email
- Set up logins and email access
- Schedule initial training and shadowing
- Explain procedures, forms, and expectations

💬 Communication

- Schedule regular check-ins or supervision sessions
- Create space for open feedback
- Establish a clear process for raising concerns

🏆 Employee Retention

- Offer opportunities for CPD/professional development
- Encourage work-life balance and wellbeing
- Foster a supportive, inclusive workplace culture
- Recognise and reward achievements

✅ Final Tip

Hiring is a legal and financial commitment—chat with your accountant or HR advisor to make sure everything's covered. Taking the time to do it right gives your practice a strong foundation.