

Position Description

Position Title	Payroll Officer
Position Reports to	Financial Controller
Position Leads	NIL
Location	29 Learmonth St, Alfredton.
Employment Type	Permanent Part-time
Last Updated	December 2019

Why are we here?

Purpose: We work with people to create a life that works for them.

Our Vision: To be recognised by customers as the eminent, integrated disability service provider that continually enriches their lives.

How do we do this?



What is your purpose?

The Payroll Officer is responsible for the provision of effective and efficient payroll processing and systems administration.

There is also a direct relationship with the Executive Manager People & Culture as the role also has key people data reporting responsibilities.

How do you achieve this? (Responsibilities)

Key Results Area	Accountabilities
Service Delivery	<ul style="list-style-type: none"> • Ensure accurate and timely payroll payments are made to staff in accordance with the relevant Awards, Agreements, legislation, taxation and policies. • Ensure deductions, wage adjustments, terminations etc. are administered correctly in accordance with legislative provisions. • Reconcile salary packaging each pay run. • Calculate and maintain Long Service Leave calculations and accrual reports. • Check and process all superannuation payments each pay run. • Coordinate and administer statutory payroll obligations for example Centrelink, Child Support and Crimcheck.

	<ul style="list-style-type: none"> • Administer Workcover calculations and payments in accordance with legislative requirements. • Calculate and process any payroll adjustments for approval of the Financial Controller including back pay related matters and document appropriately. • Prepare accurate and timely monthly payroll and statistical reports as they relate to wages, employee entitlements, staffing numbers and other agreed people metrics. • Review, establish and maintain effective administrative, personnel filing and systems to ensure quality and compliance standards including assurance with privacy and confidentiality obligations. • Maintenance and administration of Payroll, Rostering and HRIS system in place. Currently this includes Emplive and HR3 but can be reviewed from time to time. • Create Emplive rule sets for rosters. • Educate users of Payroll, Rostering and HRIS systems as required. • Process year-end payroll compliance including preparation of Payment Summaries and related reconciliations • Administer industrial adjustments including not limited to pay increases and changes to industrial entitlements as advised by the Executive Manager People & Culture including updating rule sets. • Archive records at the end of financial year and ensure all relevant documentation is on file. • In the absence of People & Culture Administrator, upload new starter information into systems. • Ensure Finance Officer is trained in and understands end to end Finance process to ensure appropriate coverage in Payroll Officer's absences. • Contribute to wider Finance and P&C initiatives and projects as requested.
Customer Experience and Quality	<ul style="list-style-type: none"> • Contribute to the development and improvement of Payroll related policies and procedures including working with the Finance Officer to document payroll related procedures and work instructions, in alignment with McCallum's QMS. • Assist in ensuring McCallum's Finance operations remain compliant with all relevant legislation, regulations and standards.
Employee Experience and Collaboration	<ul style="list-style-type: none"> • Respond to pay related enquiries from staff in an accurate and timely manner, escalating to the Executive Manager People & Culture where appropriate. • Champion McCallum's code of conduct and values, acting in accordance with our policies and procedures at all times. • Develop and maintain effective relationships with key stakeholders, with a focus on Team Leaders and the Executive Team. • Be an active member of the Finance team, providing input and support into the implementation and achievement of our Finance strategy and outcomes.
Self-care and professional development	<ul style="list-style-type: none"> • Participate in monthly feedback meeting with the Financial Controller

	<ul style="list-style-type: none">• Ensure Annual Performance Goals and KPIs are set, with professional development plan implemented and monitored• Identify and seek appropriate resources to support your own health and wellbeing• Participate in wider McCallum projects and initiatives as requested.
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What do I need to be a success? (Attributes)

- You value and optimise our employee's experience at work
- You value accuracy and attention to detail as well as developing effective and efficient systems of work.
- You take pride in ensuring your tasks are completed to the highest standards and meet our industrial and legal obligations.
- You achieve results. You are focused, work to a plan and deliver.
- Understand the importance of analytics and data.
- You build and maintain relationships with your colleagues, customers and stakeholders.
- You are a team player that actively participates and champions a supportive and values driven work environment.

Key Selection Criteria

Successful appointment to a position will be subject to a pre-employment safety screening process which includes, but not limited to, the following checks:

- **National (and International if applicable) Police Check**
- **Right to Work in Australia**
- **Disability Work Exclusion Scheme Check; and**
- **Current Drivers License.**

Essential

- Demonstrate experience performing and have a detailed understanding of, end to end payroll services in an autonomous role with a payroll of over 100 staff members.
- Proven ability to interpret relevant Awards, Agreements and legislation.
- Confident and capable software administration experience of payroll packages, preferably Emplive and HR3, MS Office software, databases and other IT programs.
- Demonstrated ability to be organised, prioritise work and manage time effectively;
- Ability to maintain strict confidences on matters associated with the organisation's financial operations and payroll.
- Excellent analytic and problem solving skills and strong attention to detail;
- Demonstrated interpersonal skills that have seen you create respected relationships.

Desired

- An understanding of the Disability Sector and its industrial instruments.
- Possession of or substantial progress towards a relevant qualification in a related discipline.

Approval:

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____

CEO Signature: _____ Date: _____