

# Payroll Officer

## Position Description



<b>Reporting</b> Finance Manager	<b>Location</b> Kalimna	<b>Hours</b> 0.6 FTE	<b>Contract</b> Ongoing	<b>Reports</b> Nil	<b>Job Level</b> Crew
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### The Purpose

The Payroll Officer is responsible for providing an efficient and accurate payroll service. This includes the day to day payroll operations of weekly and monthly payroll processes, collation, lodgement and payment of superannuation, salary sacrificing, general journaling and other payroll related ledger reconciliations.

The position will be required to provide some interpretation of award and agreement conditions and to work across a range of different industrial tools.

The role will be responsible for preparation of payroll related financial reports, maintaining current controls, administration and integration of payroll systems with finance systems.

### The Role



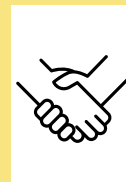
Manage end to end payroll and related operations. Implement continuous improvement. Adhere to all statutory and legislative requirements.



Update and maintain payroll records. Liaise with employees on payroll related queries. Seek independent review of payroll function.



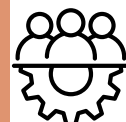
Maintain employee reports including all leave types, hours of work and overtime. Provide reports for IAS, superannuation processing, Salary Sacrifice and Child Support. Process and reconcile Salary packaging offering to staff



Comply to GLaWAC's delegation requirements. Maintain and reconcile all ledger accounts related to the payroll function.



Locate, gather and submit all required payroll reports to Managers, Executives and Auditors as required. Annually reconcile employees leave balances are correct.



Build strong relationships with internal and external stakeholders. Work with the lines of business to provide financial administrative support as required.

### Other Requirements

Commitment to complete mandatory training

Current Victorian Manual Driver's Licence

Requirement to undergo vaccinations where applicable

Mandatory random Drug and Alcohol Testing (Policy Agreement)

Pre-employment Fitness Testing

Working With Children Check

Police Check

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### Essential Skills/Experience

- Demonstrated experience building relationships, communication and working effectively with Aboriginal people and the ability to communicate sensitively on cultural safety matters.
- Well-developed interpersonal skills, including an ability to deal effectively with difficult people, whilst ensuring a pleasant customer service approach.
- Extensive experience managing the payroll function with demonstrable attention to detail.
- Well-developed computer skills particularly finance and payroll software, MS Office and understanding large databases.
- Commitment to your work and team.
- Sound understanding of the need and application of segregation of duties .
- Ability to demonstrate high levels of confidentiality and integrity.
- Time management skills and the ability to develop, maintain and monitor own work programs to meet deadlines.

### Desirable Skills/Experience

- A demonstrated ability to interpret awards, agreements and relevant legislation to enable accurate response and information.
- Understanding of Taxation and Superannuation Regulations relating to payroll.
- An understanding and working knowledge of local government.
- An understanding of human resources and governance principles.
- Certificate III in Business or equivalent.

### Core Leadership Capabilities

1. Cohesive - have each other's backs
2. Cultural - have the REAL conversations
3. Courageous - Be respectful and safe
4. Persistent - Be committed to the purpose and lead by example