

## Position Description

<b>Position Title</b>	<b>Payroll Officer</b>
<b>Position Reports to</b>	Finance Manager
<b>Term</b>	Fixed-Term, Full Time
<b>Last Updated</b>	September 2024

### Why are we here?

**Purpose:** We partner with our supported employees to create their best life

**Our Vision:** To fulfil the unmet support needs of our community and enrich lives every day.

### How do we do this?



### What is your purpose?

The Payroll Officer is responsible for effective and efficient payroll processing for a portfolio of employees. Working in a team of two Payroll Officers, the role is accountable for the data capture and accurate entry of payroll data into our payroll system.

### How do you achieve this? (Responsibilities)

Key Results Area	Accountabilities
<b>Service Delivery</b>	<ul style="list-style-type: none"> <li>Process all payroll related data ensuring accuracy and attention to detail for allocated portfolios of employees.</li> <li>Coordinate with team leaders, supervisors and managers to ensure the accurate capture of payroll data including but not limited to hours worked, leave taken and overtime worked.</li> <li>Ensure accurate and timely payroll payments are made in accordance with the relevant Awards, Agreements, legislation, taxation (including single touch payroll) and policies.</li> <li>Ensure deductions, wage adjustments, terminations etc. are administered correctly, in accordance with legislative provisions and are appropriately authorised by employees and managers.</li> </ul>

	<ul style="list-style-type: none"> <li>• Reconcile salary packaging each pay run and ensure reconciliation is provided to the Financial Accountant for payment prior to 1 pm each payroll day.</li> <li>• Take responsibility for ensuring compliance with Super Stapling, ensuring new employees are set up with the required details including but not limited to, correct USI, ABN and Member Numbers.</li> <li>• Coordinate and administer statutory payroll obligations for example Centrelink and Child Support.</li> <li>• Calculate and process any payroll adjustments for approval of the Financial Accountant, including back pay related matters and document appropriately.</li> <li>• Review deductions and wage adjustments ensuring they are administered correctly, in accordance with legislative provisions and are appropriately authorised by employees and managers</li> <li>• Calculate all employee terminations ensuring adherence to legislation, including LSL on termination, annual leave on termination as well as redundancies where applicable for sign off by the Financial Accountant.</li> <li>• Calculate and maintain Long Service Leave calculations for portfolio of employees.</li> <li>• Administer industrial adjustments including, but not limited to supported employment wage assessments provided by the Disability Services Team, pay increment increases and changes to industrial entitlements as advised by the Executive Manager People &amp; Culture.</li> <li>• Process year-end payroll compliance including preparation of Payment Summaries and related reconciliations for approval by the Financial Accountant.</li> <li>• Review, establish and maintain effective administrative, personnel filing and systems to ensure quality and compliance standards including assurance with privacy and confidentiality obligations</li> <li>• Support the maintenance and administration of Payroll, Rostering and time and attendance systems.</li> <li>• Contribute to payroll related projects and wider Finance and P&amp;C initiatives as requested.</li> </ul>
<p><b>Customer Experience and Quality</b></p>	<ul style="list-style-type: none"> <li>• Contribute to the development and improvement of Payroll related policies and procedures including working in a Payroll Team with the Financial Controller to document payroll related procedures and work instructions, in alignment with McCallum's QMS</li> <li>• Assist in ensuring finance operations remain compliant with all relevant legislation, regulations and standards</li> </ul>
<p><b>Employee Experience and Collaboration</b></p>	<ul style="list-style-type: none"> <li>• Respond to pay related enquiries from staff in an accurate and timely manner, escalating to the Financial Controller where appropriate.</li> <li>• Ensure payroll procedures are kept up to date in the Procedure Manual.</li> <li>• Champion McCallum's code of conduct and values, acting in accordance with our policies and procedures at all times.</li> <li>• Develop and maintain effective relationships with key stakeholders.</li> </ul>

	<ul style="list-style-type: none"> <li>• Be an active member of the Finance team, providing input and support into the implementation and achievement of our Finance strategy and outcomes.</li> </ul>
<b>Self-care and professional development</b>	<ul style="list-style-type: none"> <li>• Participate in monthly 1:1 meeting with the Financial Controller.</li> <li>• Engage with the Annual Performance and KPI process, to include a professional development plan.</li> <li>• Identify and seek appropriate resources to support your own health and wellbeing</li> <li>• Participate in wider McCallum projects and initiatives as requested.</li> </ul>

### 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:

- NDIS Worker Screening Check
- Right to Work in Australia; and
- Current Driver's License.
- Full COVID-19 Vaccination (2 vaccinations + 1 booster)

### Essential

- Demonstrated experience, understanding and knowledge of payroll processing.
- Proven ability to interpret relevant Awards, Agreements and legislation.
- Confident and capable software administration experience of payroll packages, preferably HR3, MS Office software (intermediate level Excel), 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 and work effectively within a team.
- A focus on creating efficiencies by streamlining procedures
- A willingness and ability to form effective working relationships with people with a disability in ways that uphold their rights, maximise their independence and opportunities, and support them to lead the life they want.

**Desired**

- An understanding of the Disability Sector and its industrial instruments, particularly with respect to wage assessment tools.

**Approval:**

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CEO Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_