

NGANAMPA HEALTH COUNCIL INC. POSITION DESCRIPTION

Position Title	Payroll Manager
Location	Alice Springs
Award	Aboriginal Community Controlled Health Services Award
Classification	Grade 6 Level 5
Responsible to	Chief Financial Officer

POSITION SUMMARY

- Overall responsibility for management and operation of Nganampa Health Council's (NHC) payroll system
- Overall responsibility for ensuring that all NHC employee's are paid accurately and when due
- Overall responsibility for ensuring that NHC meets its statutory and legislative payroll related compliance obligations

KEY RESPONSIBILITIES

- Understanding and Interpreting the "complete" back end setup of the Keypay System, which has been specifically developed for NHC
- Interpret and configure setups in Keypay payroll system relevant to the current and future "multiple" Awards and Enterprise Agreements (EA's) which Nganampa Health Council operates under as well reference to the National Employments Standards (NES)
- Act as "Administrator" of the Keypay payroll system and ensure that system integrity is maintained
- Configure and maintain Keypay set-up for compliance with Australian Taxation Office - Single Touch Payroll (STP) and superannuation requirements
- Keep up to date with statutory requirements for payroll processes and ensure organisational compliance with these – keeping the CFO and Finance Manager informed
- Monthly reconcile payroll to the General Ledger
- Monthly, quarterly and annual preparation of annual leave, long service leave and other employee related accruals in the General Ledger for reporting purposes
- Annual Reconciliation of Payroll Accounts and preparation of Payment Summaries, including RFBT
- On-going training of staff and management in the correct use of the Keypay payroll system
- Orientation of new staff including detailed briefing on payroll processes and use of the Keypay System
- Assist staff with any payroll and Keypay queries and issues



JOB DUTIES

Fortnightly

- Preparation of Employment Payroll Summary (EPS) in relation to changes in Employee's Contract terms and conditions or for new employee's
- Enter EPS information onto relevant set-up in the Keypay System
- Configuration of Pay Categories, Leave Categories, Leave Allowance Templates, and Payrate Templates within the Keypay System to suit Award, EA and Non Award Employees
- Make any adjustments required in the System Rule Set-up and Employee profile
- Provision of information to the Australian Taxation Office via electronic lodgement of TFN Declarations
- Check employee leave requests entered into the system have been approved by relevant Manager
- Liaising with staff regarding issues they may be having when entering timesheets and requests for relevant Leave
- Check employee entered timesheets for relevant pay period for any errors – liaise with staff and management concerning corrections
- Create and monitor payrun information and add in "one off" Deductions
- Check Payrun information and compile reports for review by Finance Manager and Chief Finance Manager
- Finalise Payrun and compile relevant reports and process at bank
- Print off Manual Payslips, write up cheques and distribute to relevant clinics throughout the APY lands via Mailbag
- Release electronic payslips
- Compile reports and for Salary Packing, PAYG Withholding and Scholarship Fund and pay at bank
- Compile Reports for Payroll Deductions, Super Contributions and any information relevant to the current payrun
- Prepare lodgement for ATO via Single Touch Payroll within the System and Lodge electronically.
- Scan all payroll information to server into relevant folders
- Export Payroll journals/ invoice into General Ledger in Xero
- Posting of Payroll cheques to General Ledger
- Attend to Clearing account balances and reconcile Christmas Club Account

Weekly

- Weekly payrun encompassing the following: Long Service Leave, Annual Leave, Termination Pay calculations, and payment of employee Allowance Entitlements
- One employee paid weekly – complete weekly payrun
- Lodgement of every payroll to ATO in accordance with STP requirements in an accurate and timely manner
- Update and maintain Keypay database, portal and Workzone App
- Maintenance of in the cloud payroll correspondence and employee records
- Liaison with staff in relation to any payroll matters or queries relating to employee entitlements.



- Liaison with senior management and the HR office in relation to appointment and termination of employees, leave entitlements and other payroll matters
- Follow up on all statutory requirements for ATO in relation to Employee Tax File Number Declarations and Superannuation Member Numbers
- Create templates or modify existing payroll templates to be used in conjunction with the Keypay system

Monthly, Quarterly and Annually

- Compile reports and electronic lodgement of Superannuation Contributions via BEAMConnect within the Keypay System
- Monthly reconcile payroll to the General Ledger
- Monthly, quarterly and annual preparation of annual leave, long service leave and other employee related accruals in the General Ledger for reporting purposes
- Annual Reconciliation of Payroll Accounts and preparation of Payment Summaries, including RFBT
- Undertake relevant year-end processes to enable preparation of year-end financial statements
- Annual Reconciliation of Payroll Accounts and preparation of Payment Summaries

General

- “Reconfigure” Keypay set-ups for any changes to Awards, EA’s and NES
- Liaise with the Finance Manager and CFO on matters relevant to maintaining the current payroll system
- Introduce best practice into the payroll function systems in conjunction with Finance Manager and CFO
- Ensure Tax File Number Declarations have been received from all new staff and submitted to the ATO within the required timeframe
- Liaise with all staff regarding payroll matters in a courteous and helpful manner
- Other duties as required

<h4>RELEVANCE TO NGANAMPA HEALTH COUNCIL STRATEGIC PLAN</h4>

- The Payroll Manager position contributes to the delivery of effective finance and administration services which are critical to the organisation achieving outcomes recorded in the strategic plan
- Implements our existing industrial relations framework to ensure that staff are paid accurately as per the current Award/EA which they are employed under
- Assists Nganampa Health Council to attract and retain highly quality staff by ensuring that staff are paid their entitlements when they fall due



SELECTION CRITERIA

Essential

- Relevant technical skills and experience managing a payroll using Keypay software with at least 100 staff
- Demonstrated experience in use and management of multiple Award's & EA's in Keypay Software
- Ability to interpret and apply complex rules and formulas used in the Keypay Software
- Ability to work autonomously as well as in a team environment
- Ability to maintain confidentiality Accuracy in work outputs
- Ability to work under pressure and meet deadlines
- An organised, methodical approach to work procedures and processes
- Genuine Interest in working in a multi-cultural work environment and the ability to communicate with people with English as a second language
- Advanced computer skills, including Excel
- High level of patience

Desirable

- Relevant certificate or diploma
- Current manual driver's licence
- Willingness to travel to remote locations on the APY Lands via 4WD or light aircraft

TERMS AND CONDITIONS OF EMPLOYMENT

- New appointments are probationary for the first six months
- Occasional visits by 4WD vehicle or light aircraft to the Anangu Pitjantjatjara Yankunytjatjara (APY) Lands will be undertaken
- Some additional work hours will be required from time to time. Time off in lieu within set guidelines is available. There are no paid overtime provisions applicable to this position
- Appointment will be conditional upon a satisfactory police check

SALARY AND CONDITIONS

Base Salary circa	\$
Superannuation	9.5% OTE
Annual Leave	5 Weeks
Leave Loading	17.5%
Study Leave	Up to two weeks negotiable
Airfares	One return airfare annually if appointed interstate or from overseas
Relocation Allowance	Negotiable

