

## Position Description

Position Title	Payroll Officer
Directorate / Service / Program	Finance and Infrastructure
Reports to	Payroll Team Leader
Location	Geelong
Classification	Social, Community, Home Care and Disability Services Industry Award Level 5
Date Revised	April 2024

### ABOUT US

Barwon Child, Youth & Family and Bethany Group have merged. We are now Meli, inspired by the word Meliorism. The belief that the world can be made better through human effort. Meli is a Victorian not-for-profit organisation, offering a unique combination of services to support members of our community throughout their lifetime, from early childhood through to adolescence and adulthood. Everyone faces challenges occasionally, and Meli is here to lend compassionate help, and to take a preventative and early response approach – no matter how big or small a problem.

**Our Purpose:** Supporting people, strengthening communities.

**Our Vision:** A fair, safe and inclusive community where everyone can thrive.

**Our Values:** Build Connection, Show Courage, Inspire Action, Celebrate Difference, Be Dynamic.

**To learn more about Meli please visit [meli.org.au](http://meli.org.au).**

### POSITION OVERVIEW

The Payroll Officer is responsible for the preparation and processing of fortnightly payroll, including review and ensuring accuracy of approved timesheets, Enterprise Agreement entitlements, reimbursements and deductions, preparation and reconciliation of employee entitlements and associated liabilities. The position requires a detailed knowledge of payroll related legislation and regulations.

### KEY ACCOUNTABILITIES

**Duties of this position may include, but are not limited to the following:**

- Process the fortnightly payroll including salary disbursement, leave and entitlements, management and reporting within appropriate timeframes and compliance requirements.
- Ensure compliance with payroll related policies and procedures, audit, taxation, superannuation and other legislative and statutory obligations through processing and preparation of payroll related returns.
- Build effective and productive relationships with all internal and external stakeholders.
- Provide efficient and timely responses to payroll queries
- Maintenance of Masterfile data in payroll system.
- Ensuring payroll system configuration is consistent with relevant legislation, awards, and agreements.
- Present payroll induction to new staff via inductions on a periodic basis.
- Support and guide timesheet and leave approvers with their responsibilities.

- Provide and promote service excellence and foster effective teamwork and business relationships.
- Continual process improvement and strengthening of internal controls.

#### **Organisational Accountabilities:**

- Other reasonable duties as directed.
- Apply Meli's quality and risk management frameworks.
- Understand and comply with the standards of a child safe organisation.
- Active involvement in professional development to build knowledge and skills.
- Make decisions following Meli values, relevant standards, practices, policies, procedures, regulations, industrial instruments, and legislation.

### **QUALIFICATIONS, SKILLS AND EXPERIENCE**

- Demonstrated experience in full function Payroll processing.
- Experience and knowledge in legislative compliance including Australian Accounting Standards, Taxation legislation and award interpretation.
- Well-developed organisational skills with the ability to prioritise and manage time efficiently.
- Excellent computer skills with knowledge of Microsoft Office in particular Word, Excel and Outlook.
- Ability to process and manage high volumes of data and adapt to changing priorities and show initiative and innovation in all aspects of the operations of the position.
- Demonstrated experience in developing process documentation and user guides.

#### **Desirable**

- Experience with HR3 payroll system
- Experience working in the community services or not for profit sector.

### **OTHER REQUIREMENTS OF THE ROLE**

- All employees must undergo and maintain a range of satisfactory checks as a condition of employment. These include:
- Working with Children Check
- National Police Check
- International Police Check (if required)
- Have the right to work in Australia.

### **KEY STAKEHOLDERS**

- Meli employees
- People & Culture team members
- Workcover insurer
- Superannuation funds
- Payroll software provider
- Internal and external auditors.

### **PHYSICAL REQUIREMENTS & ENVIRONMENTAL CONDITIONS OF THE ROLE**

Meli is committed to creating inclusive spaces that are accessible for everyone by reducing and/or removing barriers through reasonable adjustments.

The following table shows the physical and psychological work environment characteristics that have been identified as part of this role. Where possible, Meli will make reasonable adjustments to support individuals to succeed in their roles.

REQUIRED ACTIVITIES / WORKING ENVIRONMENT	FREQUENCY
Computer based tasks, sedentary position, office based	Often
Repetitive manual tasks	Often
Working in buildings which may have stairs (Reasonable adjustments can be made)	Sometimes
Driving, in & out of vehicles (If driving is required, must hold current Victorian Driver Licence)	Rarely
Bending, lifting, pushing, pulling	N/A
Working alone or at a co-located site	N/A
Confrontational/confronting situations (Due to the nature of our work, there may be times when staff are exposed to behaviour, language and/or situations that can be confronting)	N/A
Working outside in differing weather conditions	N/A
Working on-call and/or after hours	N/A
Attending external locations including client homes	N/A

#### INCLUSION STATEMENT

Meli is committed to being a place where everyone has a sense of belonging.

We embrace the unique perspectives and experience of our people and our community, and their voice is at the heart of our values and decision making.

We aim to be courageous as we learn, grow, and evolve as an accessible, inclusive and safe organisation for people of all identities.

We are working to create a team of people who reflect the diverse community we support. Aboriginal and Torres Strait Islander, LGBTQIA+, culturally diverse people, those living with a disability, and those looking to return to the workforce following a break in their career, are encouraged to apply for our role

#### CHILD SAFETY STATEMENT

Meli is committed to child safety in every aspect of the organisation. We take deliberate steps to protect children from physical, sexual, emotional, and psychological abuse and neglect. Our organisation fosters openness to create a culture in which everyone – staff, parents, carers, and children – feel confident, enabled, and supported to safely disclose child safety or wellbeing concerns.

We have zero tolerance of any abuse or maltreatment of children. We are committed to ensuring children and young people are able to actively participate in decisions that affect their lives.

We understand our legal and moral obligations to treat any child safety concerns seriously. We report any allegations and wellbeing concerns to authorities. We are committed to the cultural safety of all children and young people. This includes providing a safe environment for children and young people with a disability, who are Aboriginal and Torres Strait Islander, from culturally and/or linguistically diverse backgrounds or who identify as LGBTI+.

Meli's policies and practices promote the safety and wellbeing of children and establish an effective, consistent approach to prevent, respond to, and encourage the reporting of allegations of child abuse and harm.

All children, their families and carers should feel welcome at Meli, including feeling able to express their identity and raise concerns about their own or others' safety.

## EMPLOYEE DECLARATION

I have read and understood this Position Description and in signing this document agree that I can fulfill all the requirements of the position described in this document. Additionally, I agree to notify management immediately of any change in my capacity to meet any of the requirements outlined in this Position Description.

<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

**Note:** The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.