



## **Payroll Officer POSITION PROFILE**

### **PART A: POSITION DESCRIPTION**

<b>Position Title:</b>	<b>Payroll Officer</b>	<b>Location:</b>	<b>Central Office</b>
<b>Group:</b>	<b>People</b>	<b>Reports to:</b>	<b>Payroll Manager</b>

### **Organisation Purpose**

A different brilliant<sup>®</sup> - Understanding, engaging and celebrating the strengths, interests and aspirations of people on the autism spectrum.

<b>Vision</b>	<b>Mission</b>	<b>Values</b>
The best opportunities for people on the autism spectrum	We work with people of all ages on the autism spectrum, delivering evidence-informed solutions that are person-centred, family-focused & customer driven	We are passionate about people, about being positive and about what's possible

### **Team Purpose**

To partner with the organisation to deliver effective people management solutions that add value and respond to changing business needs.

### **Position Purpose**

To assist the payroll team to provide Aspect with a comprehensive, responsive and accurate payroll service, including responding to employee enquiries and timely and accurate payroll processing within required time frames.

### **Outcomes**

Key Result Area:	Requirements & Expectations	Success Indicators
<b>Payroll Processing</b>	<ul style="list-style-type: none"> <li>• Enter new employees on the payroll system for checking.</li> <li>• Data entry of payroll information including timesheets and leave transactions for checking.</li> <li>• Liaise with unit managers and supervisors to obtain all necessary input, documents/files</li> </ul>	<ul style="list-style-type: none"> <li>• All payroll processes completed accurately and within payroll timeframes</li> </ul>
<b>Payroll Administration</b>	<ul style="list-style-type: none"> <li>• Maintain all department e-filing, payroll records and archiving</li> <li>• Prepare all statements of service for terminated employees</li> <li>• Update, monitor and report as necessary on employment probity checks, their existence/expiry dates</li> <li>• Prepare and monitor probation reports for all business units</li> <li>• Enter all new employees and terminated employees in the online superannuation portal</li> </ul>	<ul style="list-style-type: none"> <li>• Administrative tasks performed accurately and within acceptable timeframes</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• Respond to payroll enquiries from Aspect staff in a timely manner and meet agreed service standards</li> <li>• Assist in the delivery of timely responses to requests for information from external agencies such as Centrelink, Superannuation funds, Australian Bureau of Statistics (ABS), etc.</li> <li>• Assist with the maintenance of payroll team content on Aspect's intranet including forms and other information</li> </ul>	<ul style="list-style-type: none"> <li>• Positive feedback from internal customers</li> <li>• Requirements of external agencies met</li> </ul>
<b>Safeguarding the people we support</b>	<ul style="list-style-type: none"> <li>• Aspect is committed to providing an environment free from abuse, neglect and exploitation of the people we support. Staff are expected to:</li> <li>• Complete mandatory Code of Conduct training and implement into day to day operations and practice</li> <li>• Be vigilant and maintain a heightened sensitivity to recognising signs of abuse, neglect or exploitation and escalate/report those signs/concerns</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated evidence that Aspect's values and Code of Conduct are understood and practised in all aspects of work</li> <li>• Completion of Code of Conduct on-line training</li> </ul>
<b>Work, Health, Safety &amp; Welfare Requirements</b>	<ul style="list-style-type: none"> <li>• It is a requirement for all staff to:</li> <li>• Take reasonable care for their own health and safety</li> <li>• Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with legislative requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Low or no reported incidents in work environment</li> <li>• Work, Health &amp; Safety matters are included as part of regular meetings</li> <li>• Identified hazards, issues or</li> </ul>

	<ul style="list-style-type: none"> <li>• Report unsafe conditions or practices, and make suggestions to their manager on improving work, health &amp; safety at Aspect.</li> <li>• Exercise duty of care in the health, safety and welfare of pupils and ensure they are treated with dignity and respect</li> <li>• Participate in the staff consultation process about work health &amp; safety matters</li> </ul>	risks are evaluated and appropriate management controls applied
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## **PART B: POSITION CRITERIA**

<b>Position Criteria</b>	Capabilities	<b>Collaboration</b>	Working effectively with others in the organisation to accomplish goals and to obtain information
		<b>Confidentiality</b>	Maintaining privacy and confidentiality at all times
		<b>Sensitivity</b>	Taking actions that indicate a consideration for the feelings and needs of others; being aware of the impact of one's own behaviour on others
		<b>Planning and organising</b>	Establishing a course of action to accomplish a specific goal; planning appropriate allocation of resources
		<b>Client Service Orientation</b>	Making efforts to listen to and understand the client (both internal and external); anticipating client needs; giving high priority to client satisfaction
		<b>Attention to Detail</b>	Accomplishing tasks through concern for all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; maintaining watchfulness over a period of time
	Knowledge & Experience	<ul style="list-style-type: none"> <li>• Minimum one year experience performing payroll duties in a complex business environment</li> <li>• Understanding of awards &amp; agreements, organisational structure and policies</li> <li>• Highly developed written and oral communication skills</li> <li>• High-level organisational and time management skills, with the ability to meet deadlines and manage conflicting priorities</li> <li>• Ability to get on with others in a busy environment</li> <li>• Knowledge of Aurion payroll system would be desirable</li> <li>• Demonstrated experience in using Microsoft Office applications and web-based systems</li> </ul>	
	Qualifications	<ul style="list-style-type: none"> <li>• TAFE certificate or higher desirable</li> </ul>	
	Job Requirements	<ul style="list-style-type: none"> <li>• National police criminal history check</li> </ul>	

	(Essential)	
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**PART C: APPROVED BY**

Position Approved by: \_\_\_\_\_ (Date) \_\_\_\_\_

**PART D: ACKNOWLEDGEMENT OF INCUMBENT**

I have read and understood the requirements of the position

Name: \_\_\_\_\_ (Date) \_\_\_\_\_