

# POSITION SUMMARY

## PAYROLL ASSISTANT PT (641)

<b>Directorate</b>	Corporate Services & Finance
<b>Section</b>	Finance
<b>Classification</b>	Band 2, Level 1, Grade 3
<b>Position Status</b>	Permanent Part Time (16.5 hours)
<b>Commencing Salary Range</b>	\$455.07 - \$478.11 per week + super
<b>Reports to</b>	Financial Accountant
<b>Direct Reports</b>	Nil
<b>Work Location</b>	Ground Floor, Civic Centre, 158 Russell Street, Bathurst
<b>Position Purpose</b>	
<p>The main purpose of this role is to assist the processing of the weekly payroll of more than 400 people on a timely basis, including the submission of single touch reporting. This position will relieve the Payroll Officer role during periods of leave.</p> <p>To support the main purpose, the incumbent will need to interpret the Award and maintain compliance with payroll legislation; assist in the maintenance of the integrity and accuracy of payroll database; assist in the calculation and arrangement of the remittance of Council payroll tax liability; and assist in the preparation of the Superannuation reconciliation.</p> <p>This role will be required to give timely and accurate advice to internal stakeholders.</p>	
<b>Key Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Weekly input of timesheet data</li> <li>• Weekly input of leave</li> <li>• Maintenance of payroll database</li> <li>• Assist in the weekly pay run.</li> </ul>	

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. A full Position Description will be provided to candidates upon request or upon offer of employment.

## **Selection Criteria**

### **Essential**

- Minimum 2 years' experience in a similar position.
- Knowledge and understanding of Awards & Tax Rates.
- Knowledge in the preparation, checking and processing of a pay run.
- Advanced data entry skills with attention to accuracy.
- Good customer service skills.
- Good communication skills, both oral and written.
- Computer experience with emphasis on Excel and payroll systems.
- Proven experience working in a team environment.
- Class C Drivers Licence.

### **Desirable**

- Experience in Local Government.
- Experience with Local Government Accounting Software (Authority).

## **Expected Organisational Standards**

1. Follow defined WHS procedures
2. Provide service to customers (internal and external)
3. Work effectively in the local government context
4. Work with others in local government
5. Communicate in the Workplace
6. Follow defined risk management policies and procedures
7. Follow defined ethical guidelines from Council, including Code of Conduct
8. Follow defined environmental sustainability guidelines.

## **Employment Conditions**

- 16.5 hours week
- Hours of work are 9.00am to 3.00pm Monday to Wednesday and will be required from time to time to flex hours up to 35 hours when Payroll Officer is on leave.
- Probationary period of 3 months.
- Four weeks annual leave pro rata.
- Long Service Leave after 5 years pro rata.
- Superannuation of 10.5% paid by Council.
- Medical, audio, drug and alcohol assessment required as part of selection process.

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