

	Position Title: Senior Payroll Officer		Team: People & Culture		Region: Central
	Supervisors: Payroll Manager	Delegations and Authorities: In Line with Delegations Policy	Band: B	Date Completed: 14 August 2018	

ORGANISATIONAL INFORMATION

OUR VISION AND FOCUS		ROLE CONTEXT
<p>All children should have a good childhood, growing up feeling safe, nurtured and with hope for the future.</p> <p>Berry Street chooses to work with children, young people and families with the most challenging and complex needs. We work across metropolitan, regional and rural Victoria.</p> <p>To achieve our Vision, Berry Street delivers a wide variety of programs, from those aimed at strengthening families and communities through to those that focus on helping people recover from the trauma of violence, abuse and neglect.</p> <p>We also engage government, other community organisations and the general public in child-focussed advocacy and knowledge sharing.</p>		<p>Berry Street employs over 1200 staff across Victoria. One of Berry Street's strategic goals is "People – Berry Street has the best staff and carers". Berry Street's HR Team plays a crucial role in helping to achieve this goal by ensuring effective and efficient delivery of HR services, including payroll.</p> <p>The Senior Payroll Officer will have a key role within the HR team, ensuring the efficient and accurate running of the fortnightly payrolls as well as administering and maintaining the payroll system and responding to pay queries.</p>
OUR VALUES		PRIMARY OBJECTIVES OF THE ROLE
<p>Berry Street expects all staff to apply these Values in all aspects of their work.</p> <p>Courage: To be the best we can be and to never give up</p> <p>Integrity: Expect a personal and organisation commitment to honesty</p> <p>Respect: Acknowledge the importance of each person's heritage, traditions, identity, needs and aspirations</p> <p>Accountability: Be responsible for our own actions</p> <p>Working Together: Work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills.</p>		<p>The Senior Payroll Officer will have a key role within the HR team, ensuring the efficient and accurate running of the fortnightly payrolls, including associated reports, and to maintain and administer the payroll system (Preceda/Neller & Emplive).</p> <p>As Senior Payroll Officer you will be responsible for maintaining the current payroll systems, and at times be available to work on ad hoc project work within the payroll team.</p>
		REPORTING RELATIONSHIPS
		<p>This role is based at our Richmond Office. It is part of the broader People & Culture Team which also includes Recruitment, HR, Learning & Development and Information Systems.</p> <p>All members of the payroll team share tasks and workload with others in the team.</p> <p>This role reports to the Payroll Manager who will provide supervision and review. This role has no direct reports.</p>

EXPECTATIONS	
<ul style="list-style-type: none"> • Conduct themselves in accordance with the Berry Street Code of Conduct which is underpinned by the values of accountability, courage, integrity, respect and working together. • Have a demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety. • Berry Street supports White Ribbon, Australia's campaign to stop violence against women. There is an expectation that staff never commit, excuse or remain silent about violence against women. • Berry Street are committed to the safety, participation and empowerment of all children, including those with a disability and culturally and/or linguistically diverse backgrounds. Berry Street are also committed to cultural safety, inclusion and empowerment of Aboriginal children, their families and communities. 	
KEY SELECTION CRITERIA: KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO FULFIL THE ROLE	
<ul style="list-style-type: none"> • Excellent written and oral communication skills (including public speaking, presentations and facilitation skills). • Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practicing and promoting self-care strategies. • Demonstrated experience in payroll functions, including superannuation, general ledger, and chart of accounts. • Demonstrated experience with computerised payroll systems Preceda/Neller and Rostering Systems. • Demonstrated experience in award interpretation and E.B.As. • Demonstrated experience in calculating complex timesheets including shift penalties. • Demonstrated ability to perform high volume of data processing. • Demonstrated ability to work autonomously and meet time deadlines. • Demonstrated ability is the use of MS Office and Excel (minimum requirement intermediate level) along with Reconciliation skills. • Excellent interpersonal skills, including working well within a team and communicating effectively with all levels of employees. • Demonstrated initiative to assess and improve systems of keeping and reporting on personnel and salary information. 	
QUALIFICATIONS AND OTHER REQUIREMENTS	DESIRABLE
<ul style="list-style-type: none"> • Staff must hold a valid WWCC, current drivers licence at all times and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances. 	<ul style="list-style-type: none"> •

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
Payroll	<ul style="list-style-type: none"> • Plays a key role in fortnightly payroll processing, including coding of timesheets, data entry into Preceda/Neller and EmpLive, and payrun generation, including reports and transferring of the EFT to the bank. • Maintains and update the payroll system in preparation for each pay run, including placing new employees on the system, making changes to current employees, updating Preceda employee data modules and EmpLive. • Assists with End of Month reporting as required. • Assists with End of Year processing as required. • Provides ad hoc payroll reports as required. • Provides assistance to the Payroll Manager as required. • Produces and processes the monthly T.I.L. Audit process. • Produces and follows up on Significant Dates reports monthly. • Processes Single Touch Payroll.
Superannuation	<ul style="list-style-type: none"> • Assists to maintain and update employee superannuation records in line with Super Choice legislation. • Assists to prepare superannuation reports and payments monthly.
Personnel	<ul style="list-style-type: none"> • Assists in the answering of staff queries in relation to payroll/human resource functions. • Assists with maintenance of personnel files. • Assists with and is responsible for the payrollhelpdesk@berrystreet.com.au employee enquiry email address.
Salary Packaging	<ul style="list-style-type: none"> • Liaises with our Salary Packaging provider regarding vehicle changes and new starters.
Other	<ul style="list-style-type: none"> • Provides reports to the Payroll Manager, and the Director of People, Culture & Information Systems on all major tasks and their progress as requested. • Provides the HR Team with administrative support where required. • Participates in relevant organisation meetings. • Assists other team members with duties including contracts and establishment of new employees. • Other duties as directed.

CONDITIONS OF EMPLOYMENT

1. This position is for 76 hours per fortnight. There is no paid overtime, but any extra hours worked will be accrued as Time-in-Lieu according to the *Berry Street Victoria 2014-2017 Agreement*.
2. You will initially be employed at our Richmond Office. You may be required to work from other Berry Street sites (on a temporary or permanent basis) as directed from time to time.
3. Terms and conditions of employment are in accordance with the *Berry Street Victoria 2014-2017 Agreement*, which includes above Award payments and eligibility for remuneration packaging. Salary packaging up to \$15,900 is available to Berry Street employees who meet the eligibility criteria outlined in our Salary Packaging Policy.
4. The base salary for this position is \$78,738.66 under the *Berry Street Victoria 2014-2017 Agreement*. The value of the salary can be increased through salary packaging.
5. Agency vehicles are available for authorised use and these should be used at all times for work-related purposes, in accordance with the Berry Street Motor Vehicle Policy. However, if you are authorised to use your own vehicle for work-related purposes, you will be paid an allowance per kilometre, which includes provision for comprehensive insurance and other running costs. Berry Street is unable to insure private vehicles owned by staff and will not accept any liability for damage to any staff vehicles incurred while being used for work-related purposes.
6. Superannuation will be paid according to Superannuation Guarantee into a compliant fund of your choice or into HESTA Superannuation Fund.
7. The successful applicant will be required to undergo satisfactory pre-employment checks, including 2 professional referees, a pre-existing injury/disease declaration, a criminal records check and proof of identity and qualifications.
8. The successful applicant will initially be employed for a probationary period of 3 months. During this period, either party can terminate employment with one week's notice. A probationary review before 3 months will be undertaken.
9. Under Victorian WorkCover legislation, it is the applicant's duty to advise Berry Street of any pre-existing medical condition, which could be aggravated by the type of employment for which they are applying. The existence of a medical condition will not preclude you from employment, unless you are unable to perform the inherent requirements of the position. However failure to disclose any relevant injury or disease will jeopardise any entitlement you may otherwise have for a work-related aggravation of that non-disclosed pre-existing condition.
10. Berry Street has a smoke-free workplace policy.

INHERENT REQUIREMENTS OF WORK ACTIVITIES / ENVIRONMENT

Following is a table that outlines the main physical and psychological requirements of the position.

Element	Key Activity	Frequency
Work Environment	Manage demanding and changing workloads and competing priorities.	Daily
	Work in a team environment.	Daily
	Work in different geographic locations.	Regular
	Work office hours with the possibility of extended hours.	Regular
	Work in an open plan office.	Daily
	Work in a two-storey building.	Daily
	Sit at a computer or in meetings for extended periods.	Daily
People Contact	Communicate by telephone, email or in person with staff and managers to assist in effective human resource administration.	Daily
	Liaise with government, non-government and community organisations.	Daily
	Undertake supervisory, recruitment, training and professional development activities.	Regular
Administrative Tasks	Undertake administrative tasks which may include the following: computer work, filing, writing reports, case notes/plans and client records, participating in meetings, concentrating for long periods of time, managing resources and budget and researching and analysing information and data.	Daily
	Undertake intensive administrative tasks, which include computer work, report writing (eg financial reports), participating in meetings and concentrating for long periods of time.	Regular
	Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, videos, and electronic whiteboards.	Daily
Transport	Drive vehicles possibly over long distances and in all traffic and weather conditions.	Occasional
	Use public transport including trains, buses, trams and taxis.	Occasional