



POSITION DESCRIPTION

POSITION DETAILS			
Position Title:	Senior Payroll Officer		
Position Number:	103	Standard Position Hours:	35 Hours
Directorate:	Corporate and Community Services	Unit:	Financial Services
Salary Grade:	6	Award Band and Level:	Band 2 Level 1
Position Reports to:	Payroll Team Leader		
Staff Management:	Nil		
Budget Responsibility:	Nil		
Date Created:	15 May 2014	Date Last Reviewed:	1 February 2024
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ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 500 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates;

- Works and Infrastructure Services
- Planning and Environment Services
- Corporate and Community Services

ORGANISATIONAL CONTEXT OF POSITION

The Corporate and Community Services directorate manages services associated with the following functions within Cessnock City Council;

- Finance and Administration
- Information Technology
- Community and Cultural Development
- Communications and Engagement

The Finance and Administration unit is responsible for the co-ordinated integration of Financial Reporting, Integrated Planning and Reporting and Corporate Governance services to the organisation, including the development and oversight of key organisational strategic documents, driving an integrated framework and provision of corporate support and governance functions for the organisation.

WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is Level 6.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WHS RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

PRIMARY OBJECTIVE

This position is responsible for processing and assisting in the coordination and preparation of weekly payroll in accordance with award rates and Council Policies, maintaining employee records and providing effective communications with all staff and third party entities regarding payroll matters. This position also assists in the end of financial year and monthly reporting processes.

The incumbent also relieves the Payroll Team Leader in times of leave.

KEY ACCOUNTABILITIES

1. Ensure the efficient and timely processing of weekly payroll entitlements for all Council employees from timesheet processing to the EFT of net payments (when relieving Team Leader) to accounts and generating associated reports.
2. Undertake payroll processing functions including but not limited to data entry, updating employee personnel records, termination payments, Superannuation, salary deductions and various end of payroll functions.
3. Undertake end of period pay run processing.
4. Ensure professional, courteous and timely responses to all internal and external enquiries with high levels of customer service.
5. Prepare and send reports for the payment of employee's deductions.
6. Management of leave forms.
7. Processing and electronically saving weekly payroll reports.
8. Keep up to date with Award, Agreement, Taxation and Superannuation changes.
9. Workers Compensation preparation of PIawe's and processing of payments to employees.
10. Ad-hoc design, prepare and analyse payroll data, metrics and statistics in response to stakeholder requests when required.
11. Ad-hoc research and analyse payroll issues as required and recommend improvements to processes and systems for efficiency, effectiveness and sustainability of the payroll service.
12. Any other accountabilities or duties as directed which are within the limits of the employee's skill, competence and training.

POSITION SELECTION CRITERIA

Essential

1. Tertiary certificate in accounting, financial management, business management or other related discipline.
2. Minimum of 5 years' experience in a similar role.
3. Demonstrated ability to interpret complex industrial Awards and Agreements.
4. Well-developed written and verbal communication skills including the ability to effectively liaise with key stakeholders and internal and external customers.
5. Well-developed organisational skills with the ability to organise work flow, work autonomously and consistently meet deadlines.
6. Demonstrated experience in the use of Microsoft Office, particularly Outlook, Teams, Excel & Word, electronic payroll systems and other software/databases programs relevant to the position.
7. Demonstrated ability to work quickly and accurately within a fast paced and complex payroll environment.

Highly Desirable

1. Previous experience in Local Government in a similar role.
2. Experience using the Authority software programme and electronic document management system.
3. Intermediate Excel skills, including experience using Excel to extract data from other sources.

SIGNATURE

Employee

Full Name:

Signature:

Date: