

Role Description

Payroll Officer



Title	Payroll Officer
Classification/Grade/Band	Band 2 Level 1
Group/Unit/Section	People and Culture / People Planning and Operations / People Services
Reports to	Team Leader Payroll

Vision

A vibrant and sustainable Central Coast.

Purpose

To provide valuable services that strengthen and support the Central Coast Community.

Values

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

Primary Role Statement

In contributing to the overarching vision and purpose, the role of Payroll Officer is responsible for maintaining, monitoring and auditing the systems to provide an accurate, effective and efficient payroll functionality to meet customer needs, statutory requirements within agreed timeframes.

The position of Payroll Officer is required to provide quality customer service and create value for the community.

Key Duties and Responsibilities

- Data entry of relevant costing records and wage/salary payments in the Payroll/HRIS/Time and Attendance systems;



- Monitoring, auditing and investigating as well as generation of valid time and attendance records in the Time and Attendance system;
- Verification of the accuracy of payroll calculations and appropriate investigation and adjustment as required prior to payments being made;
- Monitor, verify and update leave entitlements and leave records including transfers of service in and out of Council as well as facilitating and recording leave payments;
- Supporting process to verify and generate and electronic bank files in the relevant systems in agreed timeframes;
- Maintain accurate superannuation records in accordance with relevant legislative requirements and provide monthly and annual reporting as dictated by legislation and to avoid fines and penalties by the governing body;
- Prepare, record and remit payroll tax, withholding tax and deductions in accordance with relevant legislative requirements and to appropriate governing bodies;
- Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent's skills, training and experience.

Authority and Accountability

- Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council's Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;
- Policy and procedures are readily available but the Payroll Officer is required to choose the appropriate processes. Unusual problems may be referred for clarity of policy or direction;
- Decisions affect the work and activities of others within the work group or team;
- The work of the Payroll Officer influences the external environment by ensuring services are consistent with Council standards;
- The Payroll Officer is accountable for own work performance. Liability generally lies with the supervisor or Council as the employer;
- Has little or no responsibility for budget development;
- Look for ways to save costs. Be conscious of budget constraints and be aware of cost implications of own actions within own work area.



Personal Attributes

- Be adaptable, flexible and focused when dealing with change;
- Represent Council honestly, ethically, professionally and lead by example;
- Be committed to achieving work goals and maintains motivation when tasks are challenging and actively seek feedback from colleagues and stakeholders;
- Be responsive to the input of others and works to understand their perspectives.

Interpersonal Skills

- Listen to others and asks appropriate, respectful questions and monitors non-verbal cues and adapts behaviour accordingly;
- Support and promote a culture of quality customer service identify and respond quickly and provides solutions to meet customers' needs;
- Build a supportive and cooperative team environment, share information and learning across teams and solve issues and challenges in collaboration with others;
- Respond to conflict without inflaming the situation and knows when to refer to a supervisor for assistance and/ or withdraw from a conflict situation.

Business Enablers and Technical Skills

- Complete tasks to agreed budgets, timeframes and standards without guidance and contribute to the allocation of responsibilities and resources to ensure achievement of team goals;
- Understand the team/ unit objectives and responds proactively to changing circumstances and adjust plans and schedules when necessary;
- Identify issues that may impact on task completion and provides appropriate solutions;
- Understand delegations and act within authority levels;
- Exercise fiscally responsible behaviour and remain up to date with financial delegation processes;
- Support system improvement initiatives and embrace new technologies;



- Purchase under delegation and comply with procedures;
- Understand project goals, action tasks and expected outcomes and identify and escalate project variances.

Team Work

- Recognise and acknowledge individual/ team performance;
- Monitor and use resources responsibly to achieve team objectives;
- Accommodate changing priorities and respond flexibly to uncertainty and ambiguity.

QUALIFICATIONS

Essential

- Certificate III in accounting or Business Administration related field OR demonstrated solid contemporary experience in a similar role, combined with ongoing professional development;

Desirable

- Certificate IV in Payroll Administration.

EXPERIENCE

- Strong written and oral communication skills and ability to effectively communicate at all levels;
- Customer focused attitude with the ability to build and maintain quality relationships with staff and stakeholders;
- Experience with maintaining, auditing and investigating and operating Payroll/HRIS/Time and Attendance systems and required bank system to process the end to end employee payroll within the required timeframes and in accordance with relative pay rates, policy and procedures and Award conditions;
- Experience with arranging accurate costing and allocation of plant and labour costs to relevant works cost centres and resolve any anomalies arising;



- Demonstrated capability in administering appropriate tax deductions and super payments in accordance with statutory requirements;
- Strong written and oral communication skills and ability to effectively communicate at all levels.

Key Relationships

Internal	External
Chief Executive Officer	State and Federal Government Agencies
Executive Leadership Team	
Unit Managers	
Council employees	

