

POSITION DESCRIPTION

Senior Payroll Officer

Position Details	
Position Title:	Senior Payroll Officer
Service Area:	Corporate Services
Location:	Cannington
Classification:	Social, Community, Home Care and Disability Services Industry Award 2010
Date Approved:	20 th December, 2016

Position Objective

The Senior Payroll Officer is responsible for providing efficient and effective payroll services to staff and supported employees including the calculation of accurate wages and salaries by creating and maintaining personnel and payroll records, in accordance with the relevant Awards, Agreements and legislative requirements. Payroll Officers provide advice on conditions of employment and payroll issues, ensuring all staff and supported employees are paid correctly and on time.

Organisation Information

Communicare's Aspiration:

To create strong, safe and inclusive communities for people to participate to their full potential.

Communicare's Purpose:

To inspire and empower people to live a life of their choice in an inclusive community.

Communicare's Values:

- **HOPE:** Providing an environment, supports and behaviours that inspire a sense of optimism and hope for the future; and stimulating people to believe in themselves see a better life and reach their potential.
- **OPPORTUNITY:** Providing access to services and supports that build skills and pathways, enable people to learn, grow, and build on their strengths and empower them to choose a better future.
- **PERSEVERANCE:** keeping faith in the people we support and leading with courage, passion and commitment to assist them to set goals, overcome the challenges in their lives and celebrate their achievements.
- **EQUALITY:** Sharing a passion for people, embracing diversity and inclusion, valuing the unique value and contribution that all can make, and operating with integrity and respect to provide the opportunity for every person to thrive.

Reporting lines and Stakeholder relationships



- The Senior Payroll Officer reports to the Chief Financial Officer.
- Works with internal and external stakeholders as necessary.
- Direct reports to the Senior Payroll Officer are none.
- External relationships include but not limited: statutory bodies, Government departments, superannuation funds and salary packaging provider.

Position Responsibilities

Primary responsibilities:

- Determining time worked from time sheets and verifying appropriate authorisations.
- Calculating payroll, including standard deductions and taxes within tight deadlines.
- Accurately updating payroll data in the payroll system (Attache), showing all necessary information (e.g., names, titles, rosters, times, rates, etc.) and creating, verifying and processing transactions regarding staff commencements, occupancies, payroll, leave, workers' compensation, and terminations, to ensure accurate recording of data and compliance with appropriate Awards, Agreements, legislation and organisational processes.
- Answering routine payroll questions or collecting factual data in order to provide answers and resolve queries from, and provide accurate and consistent advice to, managers and staff on conditions of service, entitlements, and policy according to relevant Awards, Acts and Agreements, including salary, leave, allowances, deductions and superannuation.
- Assisting in the calculation of special payments or preparation of reports and audits as required.
- Monitoring the performance of the payroll system (Attache) and payroll procedures, making recommendations on enhancements to work processes in order to ensure optimal system functionality increasing accuracy and efficiencies.
- Ensuring payroll processes are appropriately documented ensuring accuracy, compliance and interpretation with awards, legislation, policies and organisational requirements.
- Interpreting company policies and government regulations affecting payroll procedures.
- Providing subject matter expertise regarding Payroll administration and engaging with external experts to ensure compliance with Superannuation, Taxation, Employment and other legislation and internal Remuneration and Benefits policies/entitlements.
- Engaging with Finance team to address any concerns regarding the reconciliation of General Ledger accounts.
- Accurate preparation and presentation of payroll analysis and reporting.
- Project lead any systems/process changes impacting on the payroll application to ensure effective and compliant delivery.
- Determine with the business reporting requirements and ensure delivery of agreed reporting is maintained.

- Management of salary packaging programs and superannuation compliance.

Other responsibilities

- Support the Chief Financial Officer in the development and delivery of continuous improvement within payroll to meet the business needs.
- Maintain up to date knowledge salary packaging rules for the NFP sector
- Maintain up to date knowledge of change to relevant Awards, Acts and Agreements, including salary, leave, allowances, deductions and superannuation.

Communicare Competencies

Senior Payroll Officer will be expected to demonstrate the following competencies in how they perform their role.

Competency	Expected Behaviours
Achieves Results	Maintains a focus on attaining targets and meeting deadlines and the shows persistence in the achievement of objectives.
Communicates and collaborates with others	Communicates relevant information to all stakeholders. Listens and actively engages them. Shares knowledge and information.
Builds sustainable relationships	Listens and understands external stakeholders needs and proactively addresses them. Relates to people at all levels of the organisation.
Deals with ambiguity and complexity	Maintains a calm controlled and positive attitude when responding to a range of situations.
Accountable for	Ensure payroll services are processed in an accurate and timely manner whilst providing a professional and confidential service to stakeholders.
Inspires a sense of purpose and direction	Build a shared sense of direction, clarify priorities and goals and inspire others to achieve them. Generate enthusiasm and commitment to goals and cascade understanding throughout the organisation.

Selection Criteria

Required Education/Licenses/Certificates

The successful candidate will demonstrate:

- Possession of or progression towards of tertiary qualifications in accounting or business related discipline and/or business college qualifications.
- Knowledge of payroll practices and procedures
- Unrestricted drivers' licence
- Satisfactory Police clearance (not older than 6 months from the issue date)

Relevant skills, experience and knowledge

To be considered for this role you will have demonstrated and possess experience in the following:

- Demonstrated experience in a senior payroll position with significant award interpretation duties.
- Proven experience in interpreting and applying the industrial instruments.
- Problem solving and analytical skills with the ability to work through issues with some complexity.
- Excellent communication and interpersonal skills with the ability to communicate across all levels of the organization.
- Attention to detail and a high level of accuracy.
- Strong interpersonal, numerical, analytical, written and verbal communication skills, to provide effective presentation and explanation of payroll matters
- Flexibility in managing changing priorities, deadlines and opportunities
- Understanding of salary packaging
- Effective negotiation and influencing style with great relationship building skills
- Ability to identify risk, solve problems and manage multiple priorities
- High levels of resilience and the ability to work in high pressured situations
- A track record of delivering ongoing continuous improvements

Agreement to this Position Description:

Employee Name: _____

Employee Signature: _____

Date: ____ / ____ / ____

Manager/HR Signature: _____

Date: ____ / ____ / ____

