



POSITION DESCRIPTION

Position:	Payroll Officer
Department:	Finance
Reports to:	Chief Financial Officer (CFO)
Direct Reports:	Nil
<p style="text-align: center;">Our Vision:</p> <p style="text-align: center;"><i>"To be an Australian family business growing high quality fresh produce, focusing on: flavour, innovation and sustainability"</i></p> <p>We value:</p> <p>Teamwork: We consider everyone at Flavorite as our extended family and every member of our team is important. We share ideas and solve problems collaboratively.</p> <p>Leadership: We lead ourselves and we lead others to deliver our vision.</p> <p>Passion: We are passionate about Flavorite and we are dedicated to growing high quality, fresh produce.</p> <p>Reliability: We can be relied upon to do what we say we will do and what we need to do.</p> <p>Ethics: We have the highest ethical standards and value honesty, responsibility, accountability in all we do.</p>	
Position Purpose:	
The Payroll Officer is responsible for the provision of accurate and timely processing of company payroll.	
Key Result Area:	Specific Tasks:
Payroll Operations	<ul style="list-style-type: none"> • Payroll system master data maintenance • End to end processing of payroll including: <ul style="list-style-type: none"> • data collection, verification & processing • termination pay calculation • back pay calculation • pay rate amendment • internal & statutory reporting • Payroll month end processing including: <ul style="list-style-type: none"> • superannuation • employee deductions • general ledger account reconciliation • internal & statutory reporting • Industrial Award and Employment Agreement interpretation • Ad hoc payroll reporting as required • Employee separation certificates as required • Liaison with various payroll stakeholders including: <ul style="list-style-type: none"> • operational site staff • other Finance department staff • superannuation funds
Position Number: PD054	Revision Date: 27/02/2017
Position Name: Payroll Officer	Reviewed by: Jim Ilgoutz



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Customer Service	<ul style="list-style-type: none"> • Act in a professional manner at all times when dealing with internal and external clients • Provide prompt and courteous service to internal and external clients
Continuous Improvement	<ul style="list-style-type: none"> • Continually develop both personally and professionally to meet the changing needs of the role and the industry • Attend all mandatory training sessions provided by the organisation and be actively involved in other training and development as required • Actively participate in the Performance Appraisal program
Health & Safety	<ul style="list-style-type: none"> • Report near misses and potential hazards • Report all incidents involving injury to the CFO • Be an advocate for OH&S compliance
Person Specification:	
Mandatory Qualifications / Skills:	<ul style="list-style-type: none"> • Demonstrated payroll processing experience • Numerical ability and data entry skills • Understanding of payroll legislation and processes • Ability to interpret awards and relevant legislation • Strong computer skills
Desirable Qualifications / Skills:	
Personal Attributes:	<ul style="list-style-type: none"> • Professional, direct & honest communication style • Able to work independently and show initiative • Attentive to detail • Able to work under pressure of time deadlines • Customer service focussed • Driven to perform to best of ability
Physical Specifications:	
Physical Demands of role:	<ul style="list-style-type: none"> • Constant and repetitive sitting and keyboard use, telephone use, computer use

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. Flavorite management reserves the right to amend and change responsibilities to meet business and organisational needs as necessary.

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