

POSITION DESCRIPTION

Position title:	Payroll Officer
Location:	Head Office
Reports to:	Payroll Manager
Entities:	GMHBA
Organisational level:	Professional/Technical Specialist
Reports:	Payroll Manager

Job Purpose:

To process and administer the payroll, including employee addition and termination calculations, year-end payroll reconciliation, Single Touch Payroll (STP) and general employment compliance.

Accountabilities:

Planning and Implementation

- Contribute to delivery of all aspects of GMHBA's overall strategic plan and objectives through planning own work and timely attendance to all delegated tasks and functions
- Consider problems or issues that may arise and use lateral thinking to resolve or recommend solutions
- Bring to the attention of your team leader/manager risks and issues that may need to be escalated from time to time
- Actively participate in all business activities such as team meetings, training and development opportunities, information sessions and committee meetings
- Collaborate and seek input from team members, specialist functions and others as required, to maximise performance outcomes

Fortnightly payroll

- Prepare and process payroll each fortnight for over 300 employees for review. The process includes but is not limited to the following key tasks:
 - Data entry and hands on processing of timesheets, review of submitted timesheets and querying staff and managers about outliers or anomalies
 - Attendance to ad-hoc requests and changes to payroll setup
 - Review and reconcile system reports to ensure no anomalies or unexpected variances exist
 - Complete Single Touch Payroll submission to ATO

Review date: 27/05/2019
Approved by P&C Manager



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- Maintain accurate employee records including calculation of remuneration values and updating the payroll system with employee changes
- Collate appropriate supporting documentation and complete data entry of new hires for review by Payroll Manager
- Prepare calculation of employee terminations including assessment of appropriate tax treatment and other relevant tax treatments such as genuine redundancies in accordance with legislative timeframes
- Prepare and process monthly Payroll for over 75 employees in the absence of the Payroll Manager (as needed)

Payroll Compliance

- Administer key compliance tasks such as superannuation, payroll tax, PAYG, STP and WorkCover by preparing work papers and payment documentation for Payroll Manager review

Year-end Payroll process

- Complete year-end payroll process for review by Payroll Manager including review of STP Income Statements, and year-end payroll reconciliation
- Assist the Payroll Manager with the annual payroll tax reconciliation and the WorkCover rateable remuneration submission

Other Payroll related tasks

- Prepare staff payroll monthly deduction payments such as social club, Private Health Insurance, Motor Vehicle Lease and workplace giving for review by Payroll Manager
- Arrange Archiving of Payroll information
- Interpretation of General Retail, HPSS and Nurses 2010 Awards
- Configuration of Award in Preceda ie Award rules, and ensuring compliance with all Award entitlements across employee groups
- Plan and prepare pre-work for systems upgrades and implementation ie Preceda upgrade, HRIS/ELMO implementation
- Complete and provide all Payroll related information for Workplace Gender Equality Report to P & C
- Assume responsibility for all Payroll functions in absence of Payroll Manager
- Engage in Continuous Improvement initiatives by reviewing systems and processes and recommending changes and enhancements

Regulatory & Reporting

- Ensure compliance with the Company's Delegated Authorities, Business Plan, Policies and Standards

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- Support company audit processes and make recommendations as required
- Keep up to date with regulatory trends and changes and actively participate in training and update type activities
- Prepare information and reports for management as required

Stakeholders & Advice

- Provide advice, share knowledge and identified solutions/wins with others to facilitate strong team performance
- Maintain positive and constructive relationships with internal and external stakeholders
- Resolve Payroll queries with a strong service mind set

Other

- Uphold the company values, culture and performance standards
- Participate in the roll-out of business change programs designed to strengthen GMHBA's performance
- Embrace the mindset and actively contribute towards embedding the GMHBA Way including working in an Agile environment
- It is not the intention of this position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position
- The accountabilities described within may be altered in accordance with the changing requirements of the role

Key Relationships:

Internal:

- GMHBA employees
- Finance
- Group Financial Reporting Manager
- CFO
- People & Culture Operations

External:

- Ascender – Preceda
- TAPS
- QuickSuper
- ATO

Skills, Experience and Qualifications:

Mandatory

- Proficient in MS Office, specifically MS Outlook, MS Word and Excel
- Demonstrated experience in a similar payroll role
- Demonstrated ability to work with complex and varied Industrial agreements

Highly desirable

- Experience in the use of Preceda
- Experience with or exposure to payroll process review and transformation

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