

JOB DESCRIPTION

Effective From: May 2019

NAME:		REPORTING TO:	Treasury Manager
POSITION TITLE:	Payroll Officer	DIRECT REPORTS:	N/A
DEPARTMENT:	Finance	LOCATION:	Melbourne, Australia

POSITION PURPOSE

As the Payroll Officer, you are accountable for the end to end payroll function, while providing business partnering across the organisation. Your primary duties and responsibilities will include:

- Managing all areas of the payroll system
- Managing monthly, and where required, out of cycle pay runs for required entities
- Managing and maintaining employee records for the full employee life cycle
- Maintaining leave calculations including parental, maternity, long service and annual etc.
- Award and Australian National Employment Standards (NES) interpretation
- Month and year end reporting
- Assisting with various projects, such as system implementation and process improvement
- Preparation and lodging of payroll tax, work cover and Superannuation
- Resolving payroll discrepancies and respond to payroll queries
- Ad hoc reporting as directed

QUALIFICATIONS AND EXPERIENCE

- 3-5 years' experience in an end to end Payroll Officer position
- Working knowledge of payroll practices and basic accounting principles
- Knowledge of current Payroll legislation including, Superannuation, PAYG and Payroll Tax
- Practical Australian NES and award interpretation experience
- Experience with Dialogue Payroll highly regarded
- Experience using SAP SuccessFactors highly regarded
- Advanced Excel and Microsoft Office skills

OTHER SKILLS AND ATTRIBUTES

- Effective time management and organisational skills
- Ability to meet deadlines and work effectively within a team
- Excellent communication skills
- High attention to detail
- Experience learning and adapting to new systems
- Flexibility and change management

VALUE ALIGNMENT AND PURPOSE

Essential

- Passion for travel and belief in Intrepid Group's responsible travel philosophy
- Understanding of and support for Intrepid Group's Purpose Beyond Profit ethos
- Clear alignment with Intrepid Group's values (Growth, Innovation, Fun, Responsibility, Passion, Integrity)
- A digital mindset

ACCOUNTABILITIES

Areas of Accountability	Key Tasks	Benchmark Measure
Process monthly payroll for specified entities out of cycle where required)	<ul style="list-style-type: none"> Establish new starters within the system Maintain current employee data (ad hoc remuneration changes, bank details, tax and superannuation requirements) Collect and enter employee time worked, penalty rates and other hours Analyse, enter and report all leave types Review monthly and ad hoc bonus payments Create and process payroll related bank payments 	<ul style="list-style-type: none"> All activities are compliant with Intrepid Group's accounting policy New starters, current data updates and system changes to be completed in an accurate and timely manner in line with required payroll processing deadlines
Process period end adjustments	<ul style="list-style-type: none"> Run leave periodics Run superannuation periodics Enter system adjustments Manage and pay staff workplace giving payments 	<ul style="list-style-type: none"> All month end tasks to be completed in an accurate and timely manner, in line with agreed month end timeframes All activities are compliant with Intrepid Group's accounting policy Workplace giving payments to be finalised directly after month end
Monthly Reporting and submissions	<ul style="list-style-type: none"> Create, review and distribute monthly leave reports Monthly superannuation remittance to default and non-default funds Create, lodge and pay monthly and annual state Payroll Taxes Pay PAYG Payment with the BAS Month end GL reconciliations Manage leave balances Manage Christmas Leave and follow up 	<ul style="list-style-type: none"> All month end tasks to be completed in an accurate and timely manner, in line with agreed month end timeframes Reports achieve 95% accuracy on average and are delivered within five days of payroll processing Statutory reports, returns and lodgements to be completed in line with lodgement deadlines
Compliance requirements	<ul style="list-style-type: none"> Manage parental leave pay from Intrepid and Government Maintain and administer employee earnings information Monitor changing tax status of staff Monitor state and federal tax changes and impacts on employees in collaboration with HR Review, implement & test Tax changes from ATO & Software Provider into system as required. Interim and annual audit queries and reports 	<ul style="list-style-type: none"> Reports achieve 95% accuracy on average and are delivered within five days of payroll processing All month end tasks to be completed in an accurate and timely manner, in line with agreed month end timeframes All activities are compliant with Intrepid Group's accounting policy Any statutory changes are to be discussed with HR in a timely manner
Complete annual adjustments and reports	<ul style="list-style-type: none"> Annual remuneration updates Annual company bonuses Superannuation cap impact of annual adjustments Produce and distribute annual employee PAYG Summaries Global length of Service data 	<ul style="list-style-type: none"> All activities are compliant with Intrepid Group's accounting policy Annual changes to be completed in an accurate and timely manner in line with required payroll processing deadlines Statutory reports, returns and lodgements to be completed in line with lodgement deadlines

Areas of Accountability	Key Tasks	Benchmark Measure
Ad Hoc Requirements	<ul style="list-style-type: none"> • Respond to employee payroll enquiries • Respond to business enquiries • Payroll Data requests and reports (WGEA, BCorp) • Business requests for historic data (Bonuses, etc.) • Special case payments (half paid LSL, etc) • Other ad hoc duties as required 	<ul style="list-style-type: none"> • All enquiries to be responded to within 24 business hours • Urgent enquiries to be responded to within 6 business hours
Purpose Beyond Profit	<ul style="list-style-type: none"> • Understand Intrepid Group's Purpose Beyond Profit philosophy and 	<ul style="list-style-type: none"> • Contribute to the achievement of the social, environmental and Intrepid Foundation goals as set by Intrepid Group each year