

Senior Payroll Officer

Reports to	Payroll Coordinator	Key relationships	Payroll team, People Experience team, Financial Services team
Classification	Band 6		
Position number	331605		

What will you do?

The Senior Payroll Officer will be providing support to the Payroll Coordinator in the oversight of the payroll operations of council, ensuring accuracy, compliance, and efficiency in all payroll processes. This role will focus on driving process improvement initiatives, and delivery of timely, accurate and compliant fortnightly payroll processing in accordance with all relevant agreements, awards, regulations, and statutory obligations.

Service Delivery

- Administer the end-to-end payroll process, including payroll calculations, deductions, tax filings, and payment processing.
- Ensure compliance with relevant legislation, policies, and procedures related to payroll and taxation.
- Identify areas for process improvement and implement strategies to streamline payroll processes, increase efficiency, and ensure accuracy.
- Develop and maintain payroll-related documentation, including policies, procedures, and training materials.
- Collaborate with cross-functional teams, including HR, Finance, and IT, to address payroll-related issues.
- Identify and implement payroll system enhancements.
- Remain updated on changes in payroll legislation and regulations and communicate updates to the team as necessary.
- Handle payroll queries and escalations from employees and other stakeholders, providing timely and accurate responses.
- Perform regular audits and reviews of payroll data to ensure accuracy and integrity.
- Develop and maintain payroll-related documentation, including policies, procedures, and training materials.

Systems and processes

- Utilise Council's CHRIS21 Payroll System, on-line banking and other related systems for payroll and associated tasks.
- Continually improving payroll processes
- Strong payroll system knowledge

People

- Demonstrated commitment to providing superior customer service.
- Excellent communication skills.
- Ability to manage time, set priorities and achieve positive results.
- Ability to produce work in a timely and accurate manner.
- Highly developed computer skills.
- Experience with the CHRIS payroll (or similar) system.
- Continually improving payroll processes.

Who are you?

- Strong understanding of payroll regulations, tax laws, and compliance requirements.
- Demonstrated experience in process improvement and driving operational efficiencies.
- Proficiency in CHRIS21 (or similar system), with the ability to learn new systems quickly.
- Excellent communication and interpersonal skills, with the ability to work effectively with diverse teams and stakeholders.
- Strong analytical and problem-solving skills, with a keen attention to detail.
- Ability to prioritise tasks, meet deadlines, and work under pressure in a fast-paced environment.
- Have a 'can do' attitude towards assisting the internal and external customers.

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What do we expect?

- Model and lead our values.
- Be dedicated to delivering a consistent, connected and customer focused service.
- Be committed to maintaining a safe and healthy workplace.
- Act consistently with our Employee Code of Conduct.
- Be flexible and responsive and prepared to step up in times of need.

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What are the Key Responsibilities?

Service delivery	<p>Payroll Processing</p> <ul style="list-style-type: none"> • Administer the end-to-end payroll process, including payroll calculations, deductions, tax filings, and payment processing. • Produce Manningham Council's fortnightly payroll in the absence of the Payroll Coordinator. • Assist with the production of Manningham Council's payroll requirements and ensure that all adjustments including changes to employees' payroll data are processed within the agreed timeframes. • Assist with the preparation of any new rates of pay and production of back payments resulting from variations, performance appraisals, employee reclassifications, relevant taxation issues and PAYG taxation rates. • Communicate with the Workcover Officer to calculate Workcover pay entitlements. • Undertake monthly preparation, processing, reconciliation, and disbursement of employee payroll deductions. • Assist in the provision of monthly superannuation payments, which are forwarded to the relevant Superannuation Fund. • Escalation point for complex matters. • Collaborate with cross-functional teams, including HR, Finance, and IT, to address payroll-related issues and implement system enhancements. • Escalation point for complex matters. <p>Process improvement</p> <ul style="list-style-type: none"> • Identify areas for process improvement and implement strategies to streamline payroll processes, increase efficiency, and reduce errors. • Perform regular audits and reviews of payroll data to ensure accuracy and integrity. • Identify and implement payroll system enhancements. <p>Reporting and Document Management</p> <ul style="list-style-type: none"> • Develop and maintain payroll-related documentation, including policies, procedures, and training materials. • Responsible for contact with and the transfer of long service leave/sick leave entitlements between authorities <p>Customer Service</p> <ul style="list-style-type: none"> • Communicate with the People Experience team on strategic and day to day payroll matters. • Provide advice and assistance to employees and management relating to matters pertaining to payroll. • Respond to payroll enquires in a prompt, courteous and informed manner. • Positively contribute to the Financial Services Unit and Manningham Council programs. • Provide ongoing payroll support and advice to management, supervisors and employees.
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Systems and process	<ul style="list-style-type: none">• Utilise Council's CHRIS Payroll, on-line banking and other related systems used in Payroll.• Process payroll journals in the finance system• Assist with the payroll system configuration parameters.• Drive improvement of payroll controls and processes• Provide quality reporting and advice to key stakeholders.
People	<ul style="list-style-type: none">• Be able to work as part of a team, whilst also being able to work autonomously.• Have a 'can do' attitude towards assisting the internal and external customers .• Ability to handle numerous tasks simultaneously whilst meeting deadlines.• Liaise with staff members within & outside of Service Unit to perform tasks efficiently and effectively.

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What are the key requirements?

Accountability and extent of authority	<ul style="list-style-type: none"> Accountable for processing fortnight payroll in accordance with established guidelines and under the guidance and support of the Payroll Coordinator. Authority to provide advice and guidance in relation to payroll related enquiries, Manningham Council terms and conditions, policies, and legislative requirements. Accountable for maintaining accurate information and records. Accountable for developing and maintaining of payroll-related documentation, including policies, procedures, and training materials.
Judgement and decision making	<ul style="list-style-type: none"> Discretion is required in the applying Manningham Council terms and conditions and legislative requirements and resolving payroll problems. Guidance and advice is usually available from the Payroll Coordinator. Strong problem solving skill and high attention to detail.
Specialist knowledge and skills	<ul style="list-style-type: none"> Strong understanding of payroll functions and responsibilities, including legislative requirements. Strong analytical and numeric skills. Strong understanding of the interpretation of Awards (preferably Local Government Award), Enterprise Agreements, and associated conditions of employment as applicable to payroll. Preparedness to maintain current working knowledge of payroll matters, including superannuation and taxation legislation. Ability to work with payroll database applications, including undertaking basis systems configurations. Excellent Microsoft Office skills including MS Word and MS Excel. Good knowledge of Human Resources practices and procedures.
Management skills	<ul style="list-style-type: none"> Demonstrated capability to plan, prioritise and organise work in an environment of conflicting demands. A team player with a proactive approach. Ability to work under minimal supervision.
Interpersonal skills	<ul style="list-style-type: none"> Ability to gain the cooperation of, and communicate effectively, both verbally and in written form, with a broad range of stakeholders. Ability to act in a professional and confidential manner at all times with discretion and sensitivity. Ability to liaise internal and external stakeholders regarding payroll matters.

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Qualifications and experience	<ul style="list-style-type: none">• Demonstrated experience in effectively assisting with a payroll function, preferably in a large organisation.• Experience in the utilisation and development of CHRIS Payroll is desirable.• Experience within a Local Government environment is desirable.• Relevant qualifications with demonstrated knowledge of Awards (preferably Local Government Award) and Enterprise Agreements.• Demonstrated Process improvement within payroll functions.
Prerequisites	<ul style="list-style-type: none">• Satisfactory Police Check