

Payroll Officer

Reports to	Payroll Coordinator	Direct Reports	-
Classification	Band 5		
Position number	331609		

What will you do?

The Payroll Officer assists in the delivery of timely, accurate and compliant fortnightly payroll processing in accordance with all relevant agreements, awards, regulations, and statutory obligations.

Service Delivery

- Assist with the preparation, input, processing and finalisation of the fortnightly payroll data for electronic transmission.
- 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.
- Undertake monthly preparation, processing, reconciliation and disbursement of employee payroll deductions.
- Maintain accurate payroll records ensuring that all documentation is managed to enable prompt retrieval.
- Communicate with internal departments
- Provide advice and assistance to employees and management relating to matters pertaining to payroll.

Systems and processes

- Utilise Council's CHRIS Payroll System, on-line banking and other related systems for payroll and associated tasks
- Continually improving payroll processes

People

- 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.
- 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

Who are you?

- 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

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"> • Assist with the preparation, input, processing, and finalisation of the fortnightly payroll data for electronic transmission to the various financial institutions for dispersal to employees. • 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 Workcover Officer to calculate Workcover pay entitlements. • Produce Manningham Council's fortnightly payroll in the absence of the Payroll Coordinator. • 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. <p>Reporting and Document Management</p> <ul style="list-style-type: none"> • Maintain accurate payroll records ensuring that all documentation is managed to enable prompt retrieval. • Assist in the development and maintenance of payroll reports for compliance, auditing, and management reporting. • 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, Culture and Safety 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.
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 in the process of time and expense billing. • Assist with the payroll system configuration parameters. • Assist in the improvement of payroll controls and processes

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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.
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.
Specialist knowledge and skills	<ul style="list-style-type: none"> • Sound understanding of payroll functions and responsibilities, including legislative requirements. • Strong analytical and numeric skills. • Sound 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. • Ability to work under minimal supervision.

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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.
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
Prerequisites	<ul style="list-style-type: none">• Satisfactory Police Check• Payroll experience in a complex organisation.