

Position description

Finance Officer - Payroll

Division:	Corporate Services
Department:	Finance
Reports to:	Payroll Services Coordinator
Number of direct reports:	Nil
Location:	Yalawanyi Ganya, Taree
Grade:	6
Employment status:	Permanent Full Time
Hours of work:	35
Date approved:	18 November 2020

Our Mission

"We deliver benefits for our community in a way that adds value and builds trust".

Our Values

Organisational values are a critical component of our organisational culture. Council staff and management have created and adopted the following set of organisational values which help guide our decisions and behaviours.

Wellbeing	We value safety, security, health and happiness
Integrity	We are open, honest, accountable and take pride in all we do
Sustainability	We use efficiencies, innovation and cooperation to achieve sustainable results
Respect	We work together respectfully ensuring inclusion, equality and open communication

Position Overview

This position sits within the Finance Section and is responsible for processing payments to Council employees in a timely manner and in accordance with Award and Enterprise Agreement entitlements, legislative requirements and Council's agreed employment Protocols.

Key Accountabilities & Duties

- Process the payment of salary and wages to Council employees ensuring that fortnightly timesheets are submitted electronically, appropriately authorised, and that all payments are made in accordance with Award and Enterprise Agreements and Council's protocols and employment contracts.
- Maintain the integrity of Payroll masterfiles by ensuring that all amendments are appropriately updated and authorised.

- Ensure that all employees receiving Worker's Compensation payments are appropriately identified and paid in accordance with Worker's Compensation entitlements under legislation as advised by the Work Health and Safety team.
- Maintain appropriate audit trails for all payments and changes to employee data.
- Ensure all pay advices are available electronically to all Council employees.
- Ensure all employee leave records are maintained and assist the Payroll Services Coordinator report on leave entitlements and accruals as required.
- Assist in the calculation of variations to allowances, award increases, back pays and annual review increases in accordance with the Award, contracts and agreements.
- Assist in the preparation/reconciliation/remittance of the fortnightly and monthly superannuation transfer of funds and provide advice to the appropriate employee super funds. Maintain and reconcile employee superannuation records in Payroll system on a monthly basis.
- Ensure all necessary employment forms – such as Super Choice forms, TFN declarations etc - are completed by employees and stored in the employee's electronic file.
- Complete documents as required by external bodies including Centrelink, Child Support Agency and Certificates of Service forms to other local Councils.
- Assist in the preparation and reconciliation of all end of financial year payroll data and ensure finalisation of employee information to the ATO is completed within the legislated timeframe.
- Work Health & Safety - All Council staff are accountable for ensuring that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW Work, Health & Safety legislation. Staff are also required to adhere to Council's relevant safe work instructions, policies and procedures.
- Equal Employment Opportunity (EEO) - All Council staff are required to adhere to Council's EEO policies and procedures.
- Delegations - All Council staff are required to comply with the financial and operational delegations issued to them as per Council's delegations register.
- Other duties within the employee's skill, competence and training level, as required to meet business needs.

Selection Criteria





1. Relevant tertiary qualifications with Certificate IV desirable.
2. Demonstrated experience in a finance role involving the processing of payroll for a medium to large sized organisation.
3. Demonstrated ability to interpret, understand and apply legislation, Awards, Agreements, policies and procedures relevant to the processing of payroll in a Local Government environment.
4. Demonstrated ability to efficiently enter data resulting in a high level of accuracy.
5. Demonstrated commitment and experience in the provision of quality customer service to internal and external customers.
6. Demonstrated ability to develop and maintain constructive relationships and partnerships, both internally and externally, that contribute to the achievement of organisational outcomes.
7. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.

Position Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose.

More detailed descriptors of capabilities are available at: <http://capability.lgnsw.org.au/?staff-member>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Intermediate
	Display Resilience and Courage	Intermediate
	Act with Integrity	Intermediate
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Create and Innovate	Foundational
	Deliver Results	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Intermediate
	Procurement and Contracts	Foundational

ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at MidCoast Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by MidCoast Council from time to time as necessary.

Employee's Signature:

Date:

HR USE ONLY

Is a Working with Children Check required for this position?

Yes ☐ No ☒

Is a criminal record check required for this position?

Yes ☒ No ☐