



Moreland City Council

POSITION DESCRIPTION

POSITION TITLE:	Payroll Officer
POSITION NO:	3647
CLASSIFICATION:	Band 5
AWARD / LWAA:	Victorian Local Authorities Award 2001
DEPARTMENT:	CEO Department
BRANCH:	Human Resources
WORK UNIT:	Payroll
REPORTS TO:	Payroll Coordinator
SUPERVISES:	Nil
PREPARED BY:	Executive Manager, Human Resources
APPROVED BY:	Executive Manager, Human Resources

As an employee of Moreland City Council you are required to observe all Policies, Codes of Conduct, use and wear personal protective clothing and equipment (where applicable) and follow work instructions and relevant regulations.

DATE CREATED:	DATE MODIFIED:
DATE APPROVED:	DATE PRINTED:



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1. POSITION OBJECTIVES:

- Provision of the accurate and timely payment of employees in accordance with the terms and conditions of their appointment including maintenance of accurate, up to date employee/payroll records
- To provide a high standard of efficiency, customer service and accountability in all duties undertaken.

2. KEY RESPONSIBILITY AREAS:

Payroll

- Provide timely and accurate payroll services to employees of Moreland City Council and external bodies in relation to all payroll queries.
- Process timesheets and payroll accurately and within appropriate timelines and according to process and practice
- Prepare, distribute and reconcile payroll payments and electronic funds transfer fortnightly
- Sort payroll queries, paperwork and mail accordingly and attend action changes within relevant pay periods
- Provide payroll updates to the Payroll Coordinator and other Human Resource staff as requested
- Prepare and calculate annual and long service leave payments ensuring employee has adequate leave balance to cover time requested and ensure that payment is made on time
- Abide by and maintain current protocols, procedures and guidelines to ensure data is input in a correct and consistent format
- Maintain constructive and collaborative working relationships with members of the Human Resources team and other council departments
- Perform other duties as directed by the payroll supervisor

Customer Service

- Maintain a high level of customer service and professionalism
- Ensure all confidentiality is assured in all matters pertaining to Payroll and Personnel

Systems

- Assist in the maintenance of the HR/Payroll and Time & Attendance systems in accordance with Council guidelines, procedures and policies



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- Administer applicable Awards and Enterprise Agreement as they affect groups of, or individual, Council employees. This includes Award interpretations etc, in regular consultation with the Payroll Coordinator
- Maintain and update personnel history records in JDE (full-time, part-time, temporary and casual) ie. Uploading new employees, changes of address, rates of pay, pay adjustments, incremental increases accumulated annual, long service and sick leave entitlements etc.
- Participate as required in the progressive upgrading of the Payroll System

Continuous Improvement

- Contribute to the effective implementation of the Moreland Continuous Improvement system in the work area and achievement of quality outcomes.

Occupational Health & Safety

- Contribute to the achievement of a safe and healthy environment by carrying out the responsibilities outlined in the MoreSafe Manual.

Environmental Sustainability

- Incorporate Council's environmental sustainability objectives and targets into projects and programs.
- Promote and participate in a culture of environmental sustainability.

Diversity & Equity

- Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.

Other duties

- Required to undertake other duties as directed.

3. ORGANISATIONAL RELATIONSHIP:

Reports to: Payroll Coordinator

Supervises: nil

Internal Liaison: Payroll Staff
Human Resources Staff
Council Employees at all levels

External Liaison: Government agencies eg. ATO, Centrelink, Child Support



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JOB CHARACTERISTICS RELEVANT TO THE POSITION

The following Job Characteristics should be read in the context of the definitions describing the characteristics required of a Band 5 employee as outlined in the Award (Victorian Local Authorities Award 2001, Appendix A, Part A - Employee Band 5, Clause 5)

4. ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Accountable to the payroll supervisor for the performance of all duties.
- Administer, prepare and process fortnightly payroll under supervision of the Payroll Coordinator
- Responsible for ensuring records / payroll information are up-to-date and accurate at all times
- Provide accurate information in a courteous manner through efficient communication skills (both verbal and written)
- Check timesheets, leave forms and medical certificates as required
- Initiate check payments where necessary
- Escalate complex issues and queries to the Payroll Coordinator
- Decision making is subject to close supervision and review by the Payroll Coordinator and is governed by clear guidelines as set out by relevant legislation

5. JUDGEMENT AND DECISION MAKING:

- Sound judgement and initiative is expected, with guidance and advice usually available within specified timeframes from the Payroll Coordinator
- The ability to quickly acquire a broad understanding of the relevant policies, procedures and relevant legislation as required
- Some problem solving required in consultation current procedures, legislation and consultation with more Senior Staff

6. SPECIALIST KNOWLEDGE AND SKILLS:

- Knowledge of electronic payroll systems (knowledge of iChris/Chris21 desirable);
- Familiarity with local government award provisions across different job categories and knowledge of where to obtain technical advice as needed;
- Knowledge of local workplace agreements;
- Knowledge of Australian and Victorian employee taxation provisions;
- Skill and experience with all Microsoft Office applications, especially Microsoft Excel
- Knowledge of SG Legislation and Vision Super plans.



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7. MANAGEMENT SKILLS:

- Time Management and the capacity to work to deadlines
- Auditing and checking skills essential
- Ability to set priorities and plan and organise work.
- Ability to exercise initiative and find solutions to problems in consultation with the Payroll Coordinator
- Ability to work independently as well as in a team.
- Problem solving and analytic skills.

8. INTERPERSONAL SKILLS:

- Ability to respond to queries appropriately and clearly with patience, sensitivity, discretion
- High attention to detail
- Proficient telephone skills and excellent customer service skills.
- Strong commitment to working as part of a team.
- Commitment to quality outcomes and efficient work practices.

9. QUALIFICATIONS AND EXPERIENCE:

- Completed secondary education and other post-secondary qualifications and / or relevant experience in a similar payroll position
- Advanced keyboard skills including the ability to work with the Microsoft Suite of programs, payroll systems and other corporate and financial systems.
- Demonstrated experience in an payroll support role.
- Commitment to achieving consistently high standards of performance.

10. PHYSICAL REQUIREMENTS OF THE POSITION

TASK ANALYSIS

In the course of his/her duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights -above 10kgs	()	()	()	(✓)
-below 10kgs	()	()	()	(✓)
Manual handling frequency	()	()	()	(✓)



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Repetitive manual work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive bending/twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working with arms above head	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting above shoulder height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Using hand tools – vibration/powered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Operating precision machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Close inspection work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wearing hearing protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wearing eye protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in dusty conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in wet/slippery conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wearing Gumboots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wearing safety shoes/boots (steel cap)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working with chemicals/solvents/detergents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Washing hands with soap (hygiene)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working at heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in chillers (+4 degrees C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Performing clerical duties	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working on a keyboard	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving cars and/or trucks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (please specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>