

## POSITION DESCRIPTION

### Payroll Specialist



**Reporting to:** Manager – Employee Relations

**Date:** December 2016

#### Role responsibilities

*To encourage flexible work practices and to accommodate changes in responsibilities in line with business requirements, this document describes broad role responsibilities rather than detailed tasks.*

#### Customer Experience

- Deliver a seamless customer experience through the management of payroll processing, ensuring accurate and timely payment of salaries/wages, commissions and expenses
- Liaise with payroll provider to ensure smooth delivery of the Retail businesses payroll requirements
- Undertake robust reconciliation activities and exception based checking to ensure accuracy and validity of all transactions
- Maintain a view of each employees status in the employee lifecycle and proactively respond and resolve any payroll issues raised by internal

#### Compliance

- Ensure terms of employment and regulatory requirements are met
- Ensure all payroll transactions and changes to master data are processed in accordance with Red policy and delegated authorities
- Ensure all payroll processes and transactions meet regulatory requirements, including taxation, superannuation and insurance regulations
- Maintain effective payroll and record management processes in line with regulatory requirements
- Participate in audit activities as required

#### Analysis and reporting

- Develop and deliver to a reporting schedule to providing regular business information, such as accrued leave balances, leave taken and leave liabilities
- Deliver regular month end business reporting

#### Stakeholder relationships

- Develop relationships and agree Service Levels with the payroll provider to ensure smooth delivery of payroll requirements
- Participate in audit activities as required

#### **Required Competencies**

- Attention to detail
- Customer focus
- Problem solving
- Adaptability

#### **Preferred experience / qualifications**

- At least 2 years payroll experience, preferably with ADP payforce outsourced system
- Experience/understanding of payroll policy and practices
- Experience/understanding of relevant instruments

#### **Snowy Group Values**

- Safety
- Agility
- Courage
- Decency
- Ownership
- Teamwork