

POSITION DESCRIPTION

Position Title:	Payroll Specialist
Position Number:	7128
Group:	Corporate & Commercial Services
Business Unit:	Corporate Services
Service Unit:	Finance
Reports To:	Financial Accountant
Grade:	12
Hours Of Work:	35 hours per week
Last Date Of Review:	April 2022
Last Date Of Evaluation:	May 2022

Role Function Summary

The Payroll Specialist is responsible for coordinating and contributing to the accurate and timely processing of the fortnightly payroll, including providing advice and support on complex payroll matters to ensure accurate preparation and payment of salaries and wages. This role is responsible for ensuring the payroll process adheres to relevant legislation and agreements and for providing a high level of customer service.

Key Responsibilities (Major and Essential Job Functions)

- Coordinate the fortnightly payroll processing including, sign off, batch transfers and file migration
- Perform complex analysis of payroll related matters including but not limited to termination calculations, back-payments, adjustments and leave conversions
- Carry out auditing and validation of the payroll processes and procedures, authorisation and reconciliation of wages and salary payments
- Carry out a monthly reconciliation and payment of superannuation contributions to an employee's complying superannuation fund
- Support the administration and reconciliation of start/end of financial year processes, including Single Touch Payroll (STP) reporting
- Respond to complex payroll related enquiries with the supply of accurate, considered and supported data
- Ensure professional, courteous and timely responses to all internal and external enquiries with high levels of customer service
- Administration, monitoring and maintenance of the Payroll systems
- Research and analyse payroll issues as required and recommend informed solutions
- Carry out or assist with system testing, troubleshooting and enhancements. Assist in the research and development of new and improved system functionality including performing the role of system champion
- Design, prepare and analyse payroll data, metrics and statistics in response to stakeholder requests and to support business improvement activities across the organisation
- Provide specialist advice to business units to identify and resolve specific issues that are critically impacting payroll and implement changes to procedures and systems to support any required changes.

This position description does not form an exhaustive list of your duties. You may be required to undertake other projects, tasks and activities as required from the business from time to time which are within the skills, competence and training of the incumbent. Singleton Council reserves the right to amend or update this position description in accordance with operational needs.

Organisational Responsibilities:

Council's decisions, actions and behaviours are governed by its vision, mission and values. All employees of Council have an accountability to ensure their work and behaviour is aligned to these.

Community Vision	Singleton. Vibrant, progressive, connected, sustainable & resilient.
Organisation Vision	ESP - Engaged people; Safe workplace; and a Performance based culture
Values and Behaviours	<p>Council has five values which guide behaviours and decision making. It is through these values high quality services are delivered to employees and the community. Employees play an important role in leading the way and upholding Council's values, including the Code of Conduct. Council's values are:</p> <ul style="list-style-type: none"> • Integrity: We act with commitment, trust and accountability. • Respect: We are open, honest, inclusive and supportive. • Excellence: We strive to achieve the highest standards. • Innovation: We are creative, progressive and strategic. • Enjoyment: We promote a harmonious, productive and positive workplace.
Safe Workplace	It is a requirement of employment with Singleton Council that all staff undertake their work in accordance with WHS policies and procedures. Employees will display and promote safety in the workplace at all times.
Policies and Procedures	<p>The responsibilities of this position are completed in line with all Council policies and procedures related to this position.</p> <p>Awareness of the principles of equity and diversity, work health and safety, environment, risk management, records management and quality assurance as they relate to this position.</p>

Organisational Relationships

Internal Relationships:	Whole of Council; Finance Team; Leadership Team; People & Culture
External Relationships:	Customers and members of the public; Government Agencies; Banking Institutions; Other Council's; Contractors and Consultants
Direct Reports:	Nil
Indirect Reports:	Nil

Specifications and Technical Skills:

Essential Criteria:

- Tertiary certificate qualifications or equivalent experience and qualifications, in a relevant discipline such as finance, payroll, human resources or administration
- Experienced and skilled in overseeing a fast paced, complex and high volume, end to end payroll operation
- High attention to detail with a strongly developed ability to review processing of data to ensure accuracy
- Proven ability to apply and interpret complex industrial instruments and relevant legislation
- Proven strong payroll software experience including but not limited to the Microsoft Office suite
- Demonstrated ability to provide a professional service and build business partnerships through influencing and the provision of appropriate payroll advice to internal stakeholders
- Demonstrated ability to work effectively within a team
- Demonstrated strong commitment to and genuine interest in the provision of quality customer service, passion for continuous improvement and improving operational processes

Desirable Criteria:

- Understanding of, and experience in, enhancing Payroll related systems including time and attendance, human resources information systems (HRIS) and document management
- Previous experience with Civica Authority and Content Manager
- Knowledge of the current Local Government State Award

Licences and Tickets:

- Nil

Physical Requirements / Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the inherent requirements of the job. This position will involve work in the office environment as well as being able to navigate construction and work sites.

Physical Requirements and Work Environment

ACTIVITY	FREQUENCY				# OF HOURS A DAY							
	Repetitive	Frequent	Occasional	Infrequent	1	2	3	4	5	6	7	8
Sitting		✓						✓				
Walking			✓			✓						
Standing			✓			✓						
Bending				✓	✓							
Squatting				✓	✓							
Climbing				✓	✓							
Kneeling				✓	✓							
Twisting				✓	✓							
Lifting				✓	✓							
Driving												

If manual lifting is required ensure a risk assessment is completed each time lifting is required.

Hand Manipulation Required	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Repetitive Hand Movements	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Right Hand					Left Hand			
Simple Grasping (hold bottle)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Simple Grasping (hold bottle)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Power Grasping (tight grip)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Power Grasping (tight grip)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Pushing Pulling (to from body)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Pushing Pulling (to from body)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Fine Manipulation (fine finger)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Fine Manipulation (fine finger)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Tick below if these are requirements of the position:

	Operating mobile plant		Working with paints, solvents, oil, grease
✓	Light repetitive handling		Cold environment
	Dog/cat control		Climbing, working at heights
	Cattle, sheep handling		Confined spaces work
	Native Animal, reptile handling	✓	Customer contact
	Garbage collection		Screen based work (intermittent)
	Office, toilet cleaning	✓	Screen based work (constant)
	UV exposed	✓	Clerical deadlines
	Herbicide/Pesticide use		Supervisory – clerical, planning, deadlines
	Cooking		Building trades work
	Walking on Slopes / Hills / Gradients		Motor trades work
	Walking on uneven surfaces		Child care
	Working with bitumen		Hospitality
	Working with concrete		Exposure to dust or fumes

Skills Progression and Assessment Record:Position Title: **Payroll Specialist**

Employee:

Skill Progression Requirements <input checked="" type="checkbox"/> Step Achieved	Salary Step	N/A	1	2	3	4
Tertiary certificate qualifications or equivalent experience in the payroll field	1					
Proven ability to apply and interpret complex industrial instruments and relevant legislation	1					
Proven strong payroll software experience including but not limited to the Microsoft Office suite	1					
Excellent computer literacy skills	1					
Ability to work cooperatively within the organisational environment	1					
Demonstrated ability to adhere to Council's Recordkeeping procedures	2					
Ability to work independently and unsupervised	2					
Ability to create and keep updated SOP's related to function	2					
Proven ability to provide high level customer service to all customers	2					
Establish and maintain positive relationships with key stakeholders	2					
Advanced knowledge of the Civica Authority Payroll module	3					
Demonstrated ability to cross skill and perform duties of other team members when required	3					
Proven ability to manage confidential and sensitive information with appropriate discretion	3					
Ability to produce detailed metrics reports for the payroll function	3					
Demonstrated ability to carry out reconciliations of various sub-ledgers	3					
High level Local Govt State Award interpretation	4					
Ability to perform relief people leader duties during times of absence	4					
Ability to identify and contribute to process, systems and procedure improvements within the Finance team	4					
Undertake further tertiary studies within the Finance area	4					
Ability to assist with special projects as required	4					

Authorisation:

I agree to work in accordance with the requirements and expectations outlined in this position description.

Employee Name

Signature

Date

Skills Review Year (eg 2022):

Position:

Annual Skills Assessment:

The following is to be completed at the time of the annual skills assessment.

Comments on Employee's attitude and application to work:

Employee's Comments:

Name

Signature

Date

Manager / Supervisor's Comments:

Name

Signature

Date

Director's Comments:

Name

Signature

Date

Summary of Skills Assessment	1	2	3	4
Total number of skills at each salary step =				
Number of skills not applicable at each salary step =				
Number of skills achieved at each salary step =				
Number of skills not achieved at each salary step =				
<input checked="" type="checkbox"/> Proposed Salary Step Placement				