



PAYROLL OFFICER

POSITION PROFILE

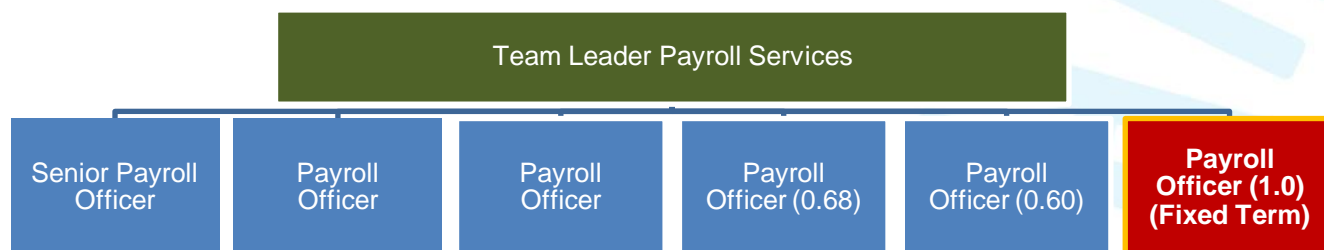
Division	Corporate Support	Status	2 Year Fixed Term, Full Time
Unit	Financial Services – Financial Operations	Salary Grade	Grade 6
Reports to	Team Leader Payroll Services	Reviewed	January 2023

POSITION PURPOSE

The Payroll Officer role will:

- Work hands on with the end-to-end payroll functions and processes providing a fortnightly payroll service to the organisation.
- Accurately update payroll data in the payroll system, showing all necessary information (e.g., names, titles, rosters, times, rates, etc.) and creating, verifying and processing transactions regarding staff commencements, occupancies, payroll, leave, workers' compensation, and terminations, to ensure accurate recording of data and compliance with appropriate Awards, Agreements, legislation and organisational processes.
- Provide answers and resolve queries from, and provide accurate and consistent advice to, Managers and staff on conditions of service, entitlements, and policy according to relevant Awards, Acts and Agreements, including salary, leave, allowances, deductions and superannuation.
- Assist with processing month end and year end functions associated with payroll.
- Assist with the management of the payroll system maintenance, workflow and security.
- Ensure confidentiality is assured in all matters pertaining to payroll.
- Work independently to achieve individual performance levels as well as working cooperatively within a team, helping to achieve team objectives by contributing to a team environment of knowledge and information sharing, continuous improvement, and skill and capability development.
- Embrace the values of the organisation, a positive 'can do' attitude and approach in interactions with internal managers and staff, customers and other stakeholders.
- Provide support to the Team Leader Payroll Services and perform other duties as directed including backfilling Accounts Payable Officer and/or Revenue Officer positions.

PAYROLL TEAM STRUCTURE



SELECTION CRITERIA / SUCCESS PROFILE

Qualifications, Certificates or Licences	Essential	<ul style="list-style-type: none"> You will have a tertiary qualification in a relevant discipline or proven relevant payroll experience.
Experience or skills	Essential	<ul style="list-style-type: none"> You will have proven experience operating in a payroll services environment. You will have proven time management and organisational skills, with the ability to work under pressure, and be well organised and meet deadlines You will have a proven ability to operate within a changing environment and make constructive decisions. You will have strong emotional intelligence and a proven ability to work collaboratively and foster effective relationships with people at all levels both internally and externally. You will have the necessary hardware, technology and connectivity to work effectively from home or remotely as part of Council's Business Continuity Plan.
	Desirable	<ul style="list-style-type: none"> You have demonstrated experience with a large and complex HR/Payroll system.

CORE CAPABILITIES

Attributes

- **Decision making:** Achieving desired outcomes by evaluating and identifying options and involving others in decisions affecting them.
- **Goals oriented:** Works to achieve self-set goals, taking on challenging tasks when necessary in order to achieve them
- **Critical thinking:** Critically examine work and activities, considering alternative points of view and approaching an issue as it relates to different stakeholders.
- **Communication skills:** able to articulate complex and technical matters in simple terms.
- **People skills:** empowers others to think for themselves, able to approach and attempt to resolve disputes in a constructive way and able to provide positive and constructive feedback when necessary.
- **Team focussed:** Willing to be mentored, and to share skills, experience and knowledge via formal and informal collaboration with colleagues

OUR VALUES



Behaviours

- **Collaborate** – We are a united team. We work together to deliver great outcomes for our community
- **Achieve**- We have a can-do attitude and deliver on our commitments. We pursue excellence and believe in making a positive contribution to our community
- **Respect** – We communicate openly, act with integrity and are inclusive
- **Evolve** – We look for opportunities and embrace change, championing new ideas, and celebrating solutions.

CORPORATE OBLIGATIONS

Employees	There are no employees reporting to this position.
Delegations	Authority to operate within the Delegations attached to the position
Code of Conduct	All employees are responsible for adhering to Council's Code of Conduct and the policies and procedures that support it.
Financial Accountability	This position has been identified as having the responsibility of managing financial transactions for the organisation, as required. In understanding these duties, you are placed in a position of trust and must abide by Council's Code of Conduct at all times. In the event that fraudulent conduct is suspected or identified, relevant processes including disciplinary will be followed, and where appropriate, relevant external agencies may be notified.
Workplace Health and Safety	Comply and co-operate with WHS policies, procedures, instructions and safe systems of work.
Risk Management	Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks.
Workplace Behaviour & EEO	All activities must comply with Council's Workplace Behaviour Guidelines.
Customer Focus	Championing an exceptional customer experience and evaluating customer satisfaction in order to continually improve service delivery.
Enterprise Content Management	Comply with Council's Enterprise Content Management Determination and associated guidelines including creation of appropriate records in Council's records management system and proper custodianship of records to ensure against loss, removal or destruction.
Continuous Improvement	Identify obsolete and inefficient practices and recommend changes where appropriate.

SPECIFIC CONDITIONS OF EMPLOYMENT

Payroll has been deemed a business critical function as part of Council's Business Continuity Plan (BCP). The incumbent of role must have the necessary hardware, technology and connectivity to work effectively from home or remotely should the BCP be activated.