



St Aidan's Anglican Girls' School St Margaret's Anglican Girls School

Position Description:

Payroll Officer ***SSA Shared Financial Services***

Updated: January 2022

Location:	Finance Office, St Margaret's Anglican Girls School, Ascot. It is a requirement of this role for regular attendance at the St Aidan's Anglican Girls School campus in Corinda. At present this is one day per week.
Supervisor/Responsible to:	Finance Manager – SSA
Key Liaisons:	Business Manager – Finance, Human Resources Staff, Accountant, Staff.
Status:	This is a full-time role.

SCHOOL ETHOS

St Margaret's Anglican Girls School and St Aidan's Anglican Girls School, both Schools of The Society of the Sacred Advent Schools Pty Ltd, are committed to providing quality educational opportunities for girls within the context of the Anglican Schools Ethos. At St Margaret's, this extends to providing care for students who live away from home to pursue their education. Staff demonstrate the School ethos by:

- Reflecting and nurturing the vision of the Schools
- Demonstrating commitment to Christian leadership through vision, service and example in an Anglican context
- Motivating and energising students by fostering quality relationships
- Maintaining confidentiality and overt support for the Schools
- Consistently demonstrating professional competence and apply current knowledge and innovations in educational trends
- Consistently demonstrating commitment to the School's core values of faith, integrity, spirit, respect, courage and passion.

POSITION SUMMARY

The purpose of the role of the Payroll Officer is to undertake the payroll function and ensure the efficient and effective delivery of payroll services for School employees.

KEY RESPONSIBILITIES

Preparing and administering the payroll for both Schools

- Processing all pays on a fortnightly basis in an accurate and timely manner for both Schools. Each school is on a fortnightly cycle, paid in alternate weeks.
- Ensuring a high level of security is maintained with respect to payroll information
- Reporting any anomalies or concerns regarding payroll to the relevant Manager within one business day of being notified or becoming aware of situation
- Ensuring the Finance Manager – SSA or Business Manager – Finance approves the payroll before they are affected
- Provide pay advice to staff to confirm payment details every pay period

- Processing payroll, payroll deductions fortnightly
- Administering a range of matters relating to staff commencement and termination, pay and other conditions and changes for both Schools
- Maintaining records relating to staff incremental increases and automatic changes in classification
- Preparing and lodging single touch payroll reporting and end of year reports for both schools
- Ensuring each School's processes relating to payroll comply with relevant legislation, legal demands and ethical standards

Providing accurate and timely advice and assistance to School employees on a range of payroll-related issues.

- Responding to queries promptly and sensitively, ensuring all employees maintain confidence and satisfaction with the payroll process
- Maintaining and processing leave requests and records to ensure accurate assessment of the employee entitlements to annual leave, long service leave and sick leave
- Responding to employee and employer payroll queries and requests promptly, accurately and with a service focus
- Develop and maintain strong working relationships with staff.
- Assisting with all matters related to superannuation in collaboration with the Finance Manager

Performing general accounting duties to support the operations of the School's Finance area

- Assisting with the preparation of submissions and reports as required
- Administering the staff salary sacrifice program, including liaising with the external salary sacrifice service provider as required

Carry out administration requirements of Payroll

- Maintaining staff files for all employees, ensuring they are up to date and contain all relevant information relating to employment, pay and conditions
- Suggesting improvements to processes and systems to the relevant Manager, Accountant and Finance Manager as appropriate
- Prepare ad hoc lists and reports as requested within each School

Act professionally and lawfully by complying with all guidelines, policies and procedures as set out in legislation, the current Enterprise Agreement and other School policies

Student Protection

The Schools support the rights of children and young people and is committed to the safety, welfare and wellbeing of students and expect all staff and volunteers to share this commitment. Staff must:

- Be informed of their responsibilities in relation to student protection, including but not limited to, attending all Student Protection training and being familiar with relevant school policies
- Follow all legislative requirements and school policies relating to student protection.
- Wear name badge at all times.
- Immediately report any suspicions of inappropriate, unlawful or unusual behaviour of students, colleagues or outsiders relevant to the School and its duty of care to protect students and staff from harm (self or other)

Workplace Health and Safety

To comply with WHS 2011 legislation, all employees are responsible for the safety of themselves, students, visitors, volunteers and fellow staff members. They must:

- Report any hazards or potential hazards immediately;
- Report any accidents involving students;
- Co-operate in any emergency drills and safety audits;
- Undertake WHS training as required;
- Follow all safety procedures and instructions;
- Lodge risk assessments for all external and internal risk activities and
- Not introduce any equipment, materials, appliances or chemicals to the school that do not meet the required safety standards

Ensuring the School's ethos and values are reflected in the employee's manner

- Reporting matters relating to child protection directly and immediately to the Principal
- Communicating effectively with teaching staff, parents, students and all other staff
- Playing an active role in supporting the cleanliness and safety of the school site
- Encouraging cooperative parent contact and fostering positive community attitudes toward the Schools
- Following safe working procedures developed for both Schools
- An ability to hold a current Senior First Aid Certificate
- Obtaining and keeping current a Working with Children – Blue Card, issued by Blue Card Services (Queensland Government) (as varied or replaced from time to time).

SELECTION CRITERIA

Skills

- Demonstrated knowledge of general payroll practices and procedures.
- Proven skills in using Microsoft Office applications.
- Exceptional attention to detail and a high level of accuracy in performing all duties.
- Well-developed interpersonal skills, with demonstrated customer service focus, including the ability to deal with confidential information discreetly
- Ability to work autonomously and demonstrate initiative in the conduct of duties.
- Ability to maintain systems and procedures and establish task priorities to meet deadlines and commitments
- Demonstrated ability to remain confidential, discreet and sensitive with respect to all financial and payroll matters
- Fast and accurate data entry
- Willingness to support the School's core values and Anglican ethos.

Knowledge

- Sage Micropay (or similar) payroll software (preferable)
- CONNX (preferable)
- A working knowledge of relevant legislation, areas of compliance including payroll tax, superannuation, interpreting contracts and relevant industrial tools.

Experience And/Or Qualifications

- Experience in a similar role
- Experience in spread sheeting, word processing and bookkeeping
- Experience processing payroll

St Margaret's and St Aidan's Anglican Girls Schools support the rights of children and young people and is committed to the safety, welfare and wellbeing of students and expect all staff and volunteers to share this commitment. All candidates are required to undergo a screening process prior to appointment and the successful candidate must comply with School policies and relevant legislation relating to Student protection.

**IT IS A CONDITION OF EMPLOYMENT THAT APPLICANTS MUST POSSESS A POSITIVE
NOTICE BLUE CARD FOR CHILD-RELATED EMPLOYMENT**