

POSITION DESCRIPTION

Position	Payroll Officer
Reports to	Payroll Manager
Direct Reports	NA
Status	Full or Part time
Location	Preston office and remote working arrangements

OUR VISION

Aboriginal self-determination – Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

POSITION SUMMARY

This role is responsible for supporting the Payroll Manager in the successful completion of all transactional processes involved with the processing of salary and wages to ensure that VACCA employees are paid correctly and on time.

KEY RELATIONSHIPS

Internal: Line Managers, HR Team, and Finance Team

External: Financial institutions, software providers, ATO, superannuation fund administrators, auditors (internal and external), Salary Packaging provider

KEY SELECTION CRITERIA

ESSENTIAL

- Demonstrated commitment and understanding for the values that underpin VACCA' vision and purpose
- Demonstrated awareness and appreciation of Aboriginal societies and cultures, and commitment to continually build knowledge of such, along with a high level of awareness of the key issues which impact upon Aboriginal communities.
- Demonstrated experience in a payroll function with strong attention to detail and the ability to consistently produce work that complies with quality standards.

- Demonstrated organisational skills to meet agreed schedules and timelines.
- A strong commitment to excellence in customer service and hands on approach to service provision.
- Ability to contribute to team discussions, problem solving and decision making in culturally respectful ways.

DESIRABLE

- Proficiency using Chris21 payroll and excel software

REQUIREMENTS

- You must have and continue to hold a current employment working with children check card.

POSITION ACCOUNTABILITIES

END TO END PAYROLL

Support the Payroll Manager with the following tasks:

- Liaise with HR staff to ensure new staff are correctly set-up in the payroll system (Chris21);
- Prepare and process a fortnightly payroll, ensuring it's correct, legally compliant and paid on time.
 - o Tasks related to this will include:
 - Processing manual timesheets, leave forms etc.
 - Prepare PAYG for fortnightly payment through Business Central (Finance system).
 - Carrying out salary deductions, pay adjustments.
 - Entering all Maternity leave, Workcover and Paid Parental leave entitlements
 - Ensuring Child Support, Centrelink, HECS/HELP deductions and payments are correct.
 - Submitting fortnightly Child Support deductions report.
 - Confirm and manage salary packaging administration and payments with external provider (Advantage Salary Packaging).
 - Issuing fortnightly payslips.
- Process annual salary reviews and changes, back pays and salary increases.
- Process final payments for staff exiting the organisation.
- Manage records and documents according to privacy and organisational requirements.
- Reporting, including the development of ad hoc financial and operational reporting as needed.
- Ensure the requirements of relevant legislation are met.

GENERAL LEDGERS

- Complete fortnightly tasks relating to the payroll function, including accurate data transfer from Chris 21 to Business Central, pays, loans, salary packaging, and superannuation (for payment of monthly superannuation).
- Perform annual payroll reconciliation between Chris 21 and Business Central, as part of year-end closing procedures.
- Reconciliation of Workers Compensation payments and liaising with external service providers.

RELATIONSHIP MANAGEMENT

- Be a point of contact for all staff payroll queries.
- Proactively engage with internal and external stakeholders to build strong effective relationships.
- Develop and maintain networks and relationships with internal and external stakeholders and contacts.

HEALTH, SAFETY & WELLBEING

- Ensure compliance with the OH&S Act and VACCA policies.
- Contribute positively and proactively to team and organisation wide OH&S activities.

QUALITY & CONTINUOUS IMPROVEMENT

- Ensure compliance with legislation, contract and policy requirements in your day to day work to meet the organisation's audit, contract and registration obligations.
- Proactively apply your specialist knowledge in the review and maintenance of policies, systems and processes.
- Continue the development of a culturally strong and positive working environment using a continuous improvement approach.

OTHER

- Participate proactively in team project initiatives.
- Support other team members in periods of high demand and during periods of absence.
- Participate in project groups and attend events.
- Undertake other HR administrative duties as directed e.g. filing

ADDITIONAL INFORMATION

We are committed to Aboriginal self-determination and supporting strong, safe, thriving Aboriginal communities and aim to ensure every individual is treated with dignity, honouring all cultural backgrounds, abilities, ethnicities, sexual orientations, gender identities and spiritual beliefs. VACCA is a child-safe organisation and is committed to ensuring the safety and wellbeing of children and young people with zero tolerance for child abuse.

All successful applicants will be required to undertake a National Police Record Check and Working with Children Check prior to commencement of employment and periodically following commencement.

VACCA is an equal opportunity employer and has a smoke-free workplace policy.

This position is designated under the Multiagency Risk Assessment and Management framework (MARAM) Identification (Tier 4) level which requires mandated MARAM Family Violence Screening & Identification training and responsibilities.