

PAYROLL OFFICER

POSITION DETAILS:

Position Title:	Payroll Officer	Reports To:	Senior Payroll Officer
Department/Division:	Finance	Direct Reports:	N/A

POSITION SUMMARY

The purpose of this position is to process fortnightly payroll and associated activities in a timely and accurate manner, and to provide expert service and support to our employees.

Our goal is to pay all staff accurately and on time, in a professional, supportive and collaborative manner.

The Payroll Officer will process and/or support end to end payroll processes and salary packaging functions in accordance with legislative requirements and the organisations approved policies and procedures.

The Payroll Officer may have the opportunity to act in the Senior Payroll Officer role in periods of absence.

KEY RESPONSIBILITIES

- Working knowledge of relevant legislation as it applies to payroll (eg LSL, Workers Comp, Super, Taxation).
- Apply operational skills and the ability to prioritise tasks to ensure payroll is processed accurately and on time, and in accordance with policies and procedures.
- Attend to payroll queries promptly and professionally, escalating any unknown issues appropriately.
- Respond to and resolve issues that are logged to the Payroll Team.
- Work cooperatively with the Payroll Team, and for the business, to meet operational and team objectives.
- Processing termination payments (including ETP's).
- Applying sound audit practices by contributing to the entry and checking of all transactions by the team.
- Displays accuracy, attentional to detail and provides exceptional customer service.
- Other duties deemed relevant to this position.

Communication

- Demonstrates coherent well developed written and verbal skills
- Can clearly explain payroll calculations to employees or representatives to achieve positive outcomes
- Provides direction to Area Managers, Facility Managers, Home Care Team Leaders and roster clerks around basic payroll requirements.

Improvement, Innovation and Change

- Works with the Payroll and Finance team to analyse, maintain and improve workflows and systems.
- Builds and manages relationships with the organisation's rostering and people and culture team.

KEY PERFORMANCE INDICATORS

- Duties are performed accurately, and errors are minimised.
- Duties are performed within all required policies and procedures.
- Pay enquiries are resolved within acceptable timeframes.

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SELECTION CRITERIA

Essential:

- At least 2 years' experience in a medium to large payroll; demonstrating practical knowledge and experience of contemporary payroll principles and practices.
- Legislative knowledge as it applies to Payroll (Modern Awards, NES, Superannuation, Taxation, Terminations ETP's).
- Experience in resolving payroll issues.
- General understanding of Time and Attendance systems and how these integrate with Payroll Systems.
- Computer skills with proficiency in MS Excel

Desirable:

- Chris21 or Optima experience.

Personal Attributes:

- Well-developed time management and organisational skills
- Ability to adapt to changing priorities and to work under pressure.
- Relating to and working with people – shows a willingness to help, displays and encourages positive team spirit and attitude.
- Customer focused, asks questions of customers to clarify their needs, and delivers those needs promptly and professionally.
- Establishes strong relationships across the business and external agencies.
- Enjoys problem solving and seeking solutions to issues
- Obtains satisfaction from working in a payroll environment and providing great services.

SPECIAL EMPLOYMENT CONDITIONS

- Required to provide a satisfactory National Criminal History Record (Police Check) that is not more than three years old on employment and that complies with the requirements of the *Aged Care Act 1997* prior to commencement of employment.
- Required to sign the organisation's Confidentiality Agreement.
- All SCC employees, volunteers, and contractors must hold a valid registration to work with vulnerable people with an NDIS endorsement as this is a condition of registration for all NDIS providers under the NDIS Act 2013 and SCC Safety Screening Policy.

WORK HEALTH AND SAFETY REQUIREMENTS/CONTINUOUS IMPROVEMENT

- Adheres to Southern Cross Care Workplace Health and Safety Policy and Procedures.
- Works in a responsible manner and encourages others do so to ensure the safety of everyone at the workplace.
- Implements correct fire, emergency and safety procedures, and attends prescribed training as required.
- Performs all tasks in accordance with SCC established procedures.
- Reports and documents incidents and hazards in a timely manner in accordance with SCC policy and procedures.

AUTHORISATION

Manager Signature:		Date:	
Employee Signature:		Date:	