| MANAGER PAYROLL |
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| **POSITION DETAILS:** |
| **Position Title:** | Manager Payroll | **Reports To:** | Chief Financial Officer |
| **Department/Division:** | Finance | **Direct Reports:** | Payroll Officers & Payroll and Workforce Analyst |
| **POSITION SUMMARY:** |
| The Manager Payroll will be required to develop a deep and broad understanding of the Employee Engagement and Payroll requirements of Southern Cross Care (including Award and Enterprise Agreement requirements) and implement the project plan to support the transformation of current processes within Payroll. |
| **KEY RESPONSIBILITIES:** |
| Extensive knowledge of Chris21 payroll and Optima systems Project Management/Coordination experience Knowledge of payroll and HR function concepts (leave accruals, overtime, Award and Agreement interpretation etc)Process payroll, prepare superannuation and maintain employee recordsEnsure compliance with all relevant payroll legislation (i.e. workers comp, super and payroll tax)Conducting variance analysis within payroll in regard to stated budgets and forecastsLiaise with numerous stakeholders within the business, both internal and externalManaging and developing a teamExceptional attention to detail and time management High level of administrative and organisational skills Well-developed report writing skillsExcellent interpersonal and communication skills with a proven ability to liaise and collaborate with people at all levels within the organisation, including external services providers.Proficiency in the use of Microsoft Word, Excel and Outlook (knowledge of the Synergetic database would be an advantage but is not essential)Ability to work as a member of a team and independently without supervisionDiscretion and high level of confidentially |
| **SOUTHERN CROSS CARE VALUES**  |
| **Compassion*** We respond willingly and positively to help meet the needs of those around us.
* We promote a sense of belonging and community.
* We demonstrate and foster empathy and sensitivity towards residents, clients, their families, our colleagues and the whole community.

**Integrity*** We look for the good in all people and recognise the contribution of each individual as we work together.
* We demonstrate honesty and trustworthiness in all that we do.
* We are conscientious and ethical in our decision making and take responsibility for our own actions.

**Respect*** We believe in the sanctity of life and that each life is unique and has special individual worth and dignity.
* We recognise and respect individuality and diversity.
* We treat all people with courtesy and respect regardless of gender, ethnic background, religious belief or economic circumstances.

We manage our resources wisely to minimise the impact on the environment. |
| **KEY PERFORMANCE INDICATORS:** |
| * To be developed
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| **SELECTION CRITERIA:** |
| **ESSENTIAL SELECTION CRITERIA** Extensive knowledge of Chris21 payroll and Optima systems Minimum of 3 years' experience in a similar end to end Manager Payroll roleExcellent written and verbal communication and organisational skillsExcellent time management skills and ability to work autonomouslyPrevious leadership experience**DESIRABLE** N/A**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 employmentAll 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. Current and valid Tasmanian drivers licence. |
| **WORK HEALTH AND SAFETY REQUIREMENTS/CONTINUOUS IMPROVEMENT** |
| **Maintain a safe working environment and adopt safe work practices by:*** Adhering to Southern Cross Care Workplace Health and Safety Policy and Procedures
* Working in a responsible manner and encouraging others do so to ensure the safety of oneself, other staff members, residents and visitors to Southern Cross Care facilities.
* Implementing correct fire, emergency and safety procedures, and attending prescribed training as required.
* Perform all resident care tasks in accordance with SCC established procedures.
* Reporting, and documenting incidents, risks and hazards in a timely manner in accordance with SCC policy and procedures
* Reporting maintenance and repair requirements of buildings, plant, equipment, furnishings and fittings promptly using approved SCC procedures
* Using all equipment and supplies appropriately to complete duties to minimise wastage and/or abuse.
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| **AUTHORISATION:** |
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| **Manager Signature:** |  | **Date:** |  |
| **Employee Signature:** |  | **Date:** |  |