

Position Description | Payroll Officer

Position Title:	Payroll Officer
Department/ Division:	Finance
Reports To:	Senior Payroll Officer
Direct Reports:	Nil
Industrial Instrument:	Award Free
Pay Classification:	Common Law

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

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- Working knowledge of relevant legislation as it applies to payroll (e.g. 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 and as reasonably directed
- 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
- 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

Southern Cross Care Values

 <p>Compassion</p>	<ul style="list-style-type: none"> ▪ 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.
 <p>Integrity</p>	<ul style="list-style-type: none"> ▪ We look for the good in all people and recognize 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.
 <p>Respect</p>	<ul style="list-style-type: none"> ▪ 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 minimize the impact on the environment.

Selection Criteria



Essential	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ Understanding of the aged care industry with practical experience in the sector. ▪ Chris21 or Optima experience.
Special Employment Conditions	<ul style="list-style-type: none"> ▪ Required to provide a satisfactory National Criminal History Record (Police Check) that is not more than three months old on employment and that complies with the requirements of the Aged Care Act 1997 prior to commencement of employment. ▪ Must hold a valid registration to work with vulnerable people with a NDIS endorsement as this is a condition of registration for all NDIS providers under the NDIS Act 2013 and SCC Safety Screening Policy. ▪ Required to sign the organisation's Confidentiality Agreement

Work Health and Safety Requirements and Continuous Improvement

Maintain a safe working environment and adopt safe work practices by:

- Take reasonable care of your own safety.
- Take reasonable care that your actions do not adversely affect the health and safety of others.
- Comply with reasonable management instructions, by SCC, to allow SCC, to comply with the Work Health and Safety Act, 2012.
- Cooperate with any reasonable policy or procedure relating to the health or safety at the workplace that has been notified to workers.

Authorisation

CEO/Manager Signature		Date	
Employee Signature		Date	



Southern Cross Care
(Tasmania) Inc.