

POSITION DESCRIPTION

Position Title:	Payroll Officer	Department:	Finance
Reports to:	Financial Accountant	Supervises:	N/A
Key Internal Stakeholders:	All Staff	Key External Stakeholders:	Suppliers and vendors
Employment Type:	Permanent full-time	Date Reviewed:	October 2022

Position Purpose

The Payroll Officer is a broad role responsible for operational payroll services across a geographically dispersed organisation.

The Payroll Officer will bring solid payroll processing experience having worked with medium to large enterprise payroll systems, with a positive 'can-do' attitude, a passion for providing high-level support and accuracy while maintaining exceptional customer service, and the ability to prioritise to meet deadlines.

The position is based in the Central office at Congleton.

Deliverables

This role contributes and facilitates program capabilities, with the below deliverables including:

Culture, Purpose & Action - Strategic Capability.

- Work in a safe and inclusive manner
- Role models a culture of inclusion and performance and with advocacy to Safe Places Code of Conduct, Constitution, objectives, vision, mission and values

Stakeholder Mindset & Technical Deliverables – Leadership and Service Delivery Capability.

- Responsible for the weekly payroll processing and out of cycle adjustments if required
- Responding to payroll queries
- Liaising with the WH&S team for WorkCover payroll requirements
- Processing and payment of employee superannuation payments and deductions
- Administration and lodgement of payroll documentation including PAYG, pension, payment summaries and other legislative obligations
- Payroll, end of month, end of year, Board, WH&S, and ad-hoc reporting and analysis
- Working with the payroll system, rostering, time and attendance along with maintenance and upkeep of the payroll database
- Supporting teams to resolve issues and implementing changes as required
- Other payroll administrative tasks as required

Experience and Qualifications

The knowledge, skills, and attributes required of the Payroll Officer include:

Essential	Technical: <ul style="list-style-type: none"> • Minimum 3 years' experience in a similar Payroll Officer role
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	<ul style="list-style-type: none"> • Relevant and current experience in medium to large enterprise payroll systems • Experience and competency using the MS Office Suite <p>Strategy, Leadership & Service Delivery:</p> <ul style="list-style-type: none"> • Excellent verbal and written communication skills • Demonstrated ability to communicate in a professional and supportive manner, providing a high degree of customer service • Ability to work autonomously and in a team • Demonstrated ability and willingness to work in a productive and collaborative way as a member of the team to achieve shared goals • Highly-developed attention to detail • Demonstrated ability to prioritise work and meet deadlines • Problem solving skills and solutions focused
Desirable	<ul style="list-style-type: none"> • Formal finance or payroll qualifications

Pre-Employment Screening

Pre-employment screening including Working Rights, Qualifications, Working with Children Checks (DBS/Access NI), Health Declaration, Health Assessment and Check and Police criminal record check and Driver's License History Check.

Safe Places Culture

Employees are required to work within, and uphold the Safe Places Vision, Mission, Values and the Code of Conduct to be successful in the role.