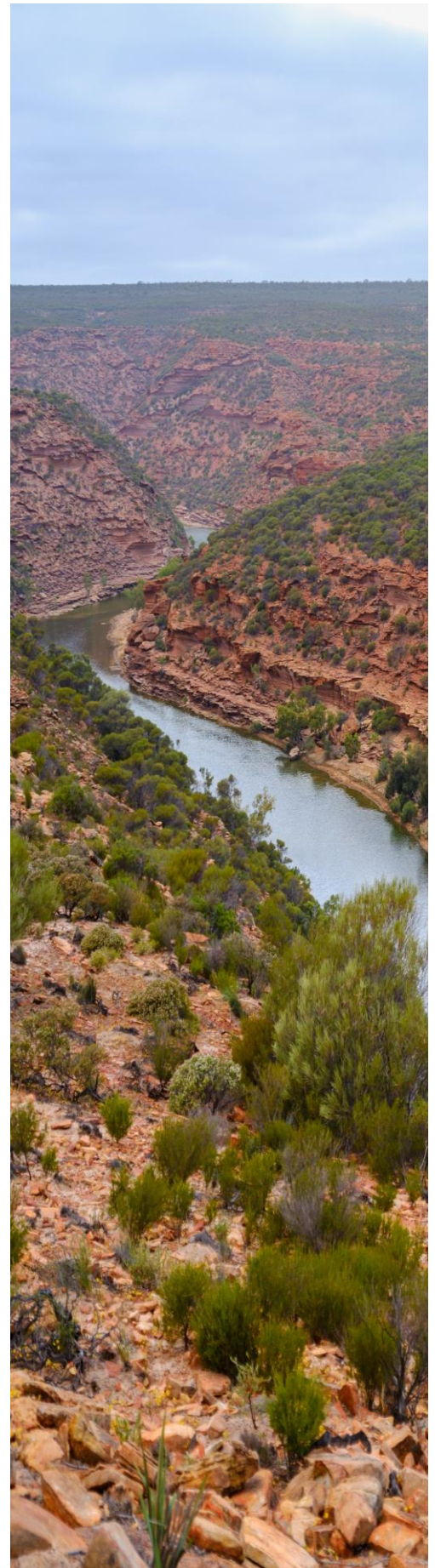




POSITION DESCRIPTION

PAYROLL OFFICER

Part-time (0.4 FTE, 32 hrs per f/n)



Payroll Officer

Department	Finance
Reports to	Manager Financial Services
Direct Reports	Nil
Industrial Instrument	Local Government Industry Award 2020
Classification	Dependent on skills and experience
Primary Location	Northampton Administration Office

Vision, Mission & Values

Our Community Vision

- *A proud and unique community recognising the past and creating the future.*

Our Mission

- *To provide community leadership by modelling and supporting economic and social development within the Shire.*

Our Values

- *Honesty and Integrity.*
- *Proactive Approach.*
- *Dialogue.*
- *Environmental Responsibility.*
- *Diligence.*

Position Objectives

- Ensure confidential, accurate and timely preparation and maintenance of Council's payroll function.
- Liaise with other employees on payroll matters.
- Administer Council's Workers Compensation.
- Assist the Manager Financial Services as required with department related projects within the timeframes allotted.
- Proactively provide relevant reports and assistance to Council Auditors.
- Provide support to Manager Financial Services in preparation of annual salaries and wages budget figures.
- Provide human resource support.
- Administer minor Insurance claims.
- Provide periods of relief to finance staff under the direction of the Manager Financial Services where required in addition to normal hours at the same agreed pay rate.

Key Duties and Responsibilities

- Manage Council's payroll system:

Fortnightly:

Timecard Entry, and provide guidance to staff entering timecards.

Process payroll.

Process Superannuation.

ATO reporting – Single Touch Payroll.

Manage records.

Monthly:

Reconciliation of payroll and leave.

Year End:

SynergySoft End of Year process.

Update tax and payrates.

Prepare pay rate increment letter to all employees.

- Maintain Employee records – electronic and hardcopy.
- Assist and advise employees in payroll enquiries.
- Interpret and apply current Industrial Instruments.
- Administer Council's Workers Compensation claims including wage reimbursement.
- Assist the Manager Financial Services as required with department related projects within the timeframes allotted.
- Assist Council Auditors.
- Provide human resources support to Executive Managers.
- Administer minor insurance claims.
- Management of archiving of position based records.
- Provide relief to finance staff under the direction of the Manager Financial Services.

Responsibilities Common to All Employees

Commitment to service delivery

- Seeks, listens to and acts on feedback.
- Works as part of a team, supports the achievement of team goals, co-operates and communicates with colleagues.
- Shows an appreciation for others – their skills and knowledge, their attributes and differences.
- Recognises and understands organisational changes, helps to make improvements happen and shares good practice.
- Makes a positive contribution to the Shire and demonstrates flexibility and resilience.
- Accepts responsibility for own health and wellbeing to perform the role.

Achieve results

- Does what is required from the role, including;
 - Meeting targets
 - Following procedures
 - Working with standards
 - Providing required level and quality of service
 - Maintaining records
 - Contributing fully to all work situations
- Gets the facts right – ensures information is clear and correct.
- Supports colleagues to ensure wider organisational objectives are met and outcomes are achieved resourcefully.

Work Health and Safety

- Fulfil requirements of Council’s Work Health and Safety policy.
- Work with care for their own safety and health and that of others.
- Participate in developing safe work procedures and following them.
- Participate in training.
- Use equipment properly and report any faults/damage.
- Use personal protective equipment as directed.
- Report hazards and incidents to their Supervisor/Manager.
- Participate in personal return to work plans.

Physical and Environmental Demands

- Office based; sitting, walking and bending.
- Driving is an essential requirement.
- Use of computers is essential.
- Deals with highly sensitive/conflict situations.

Extent of Authority

Operates under the general direction of the Manager Financial Services within established guidelines, procedures and policies of Council.

Position Benefits

Vehicle	<i>No</i>	Mobile	<i>No</i>
Laptop	<i>No</i>	Relocation expenses	<i>No</i>

Skills, Knowledge, Experience and Qualifications (Selection Criteria)

Skills

- Competent keyboard and computer skills.
- Excellent numeracy skills.
- Developed public relations skills.
- Developed written and verbal communication skills.
- Developed time management and organisation skills.
- Ability to handle confidential sensitive issues.

Knowledge

- Sound knowledge of payroll function, including interruption and application of industrial instruments in place.
- Developed knowledge of computerised Payroll programs.
- Developing knowledge of Council's organisational structure and function.
- Developed knowledge of Council's Policies and Procedures.
- Sound knowledge of word processing and spreadsheet applications.

Experience

- 2 years' experience in a similar position, preferably in Local Government.
- Experience with computerised payroll programs.
- Experience in SynergySoft and/or Altus software.

Qualifications

- No formal qualifications required beyond Year 10.
- Completion of Year 10 Certificate with English and Maths.
- Business college certificate or similar qualifications, accounting studies or appropriate on the job training and relevant experience would be an advantage.
- Current "C" Class Drivers License.

Signatures

Payroll Officer

Date

Manager Financial Services

Date