
Position Profile – Payroll Officer

March 2021

Scope	This position is primarily responsible for providing planning, organisation and coordination of the College's fortnightly payrolls.
Accountability	Human Resources Coordinator & Business Manager
Relates to	All staff
Attributes	<p>These are generally personal in nature and reflect the desired attributes of staff members working as part of the Administration Team.</p> <ul style="list-style-type: none">• Have a personal faith and commitment to Jesus Christ• To act always in a manner consistent with the College Ethos.• To foster team-work within the office.• To prioritize and effectively managing workload• To communicate effectively with students, staff and parents.• To communicate well in both written and oral form• Demonstrate a level of commitment to maintain personal professional knowledge and skills• Good planning, organisational, analytical and decision-making skills• Excellent interpersonal skills (with an emphasis on providing excellence in client service), teamwork and flexibility.• High level of integrity and discretion.

Knowledge & Skill Requirements

- Advanced use of Microsoft Office Suite, TASS school system, SAGE MicrOpay & ConnX HRMS.
- Staff are encouraged to hold a formal qualification and to advance their skills and knowledge base.
- Proven ability to work autonomously and as a constructive member of a team with a professional and courteous manner.
- Ability to problem solve in a proactive, professional manner.
- High level confidentiality in all matters required.
- A minimum of 5 years' experience in managing a payroll for 450+ employees across various awards.

Responsibilities

Provided below are the primary responsibilities for this position and attention should be given to maintaining these as a priority with this role. From time to time other duties may be deemed necessary and these will be determined in conjunction with the person/s to which you are accountable. Responsibilities described in the Position Profile will be reviewed annually.

- Demonstrated ability to accurately process payroll under limited supervision, including the accurate interpretation and application of appropriate awards, legislation, policies, practices and procedures as they relate to conditions of service.
- Assist staff with payroll enquiries with tact and discretion, maintaining the utmost confidentiality at all times.
- Maintain the full personal records of employees across areas of salary, superannuation, leave, and qualifications.
- Preparation of management reports, including assistance to Human Resources Coordinator as required.
- Proven ability to calculate, maintain, update and process records regarding leave, salary, superannuation and other relevant entitlements
- An understanding of the relationship between payroll functions and financial processes.
- Apply and maintain consistent payroll procedures with a high degree of accuracy and attention to detail
- To work competently under pressure to meet crucial deadlines.
- To liaise with the Human Resources Coordinator on all aspects of the payroll.
- To understand scope of role in relation to Pastoral Care Policy and Procedures and to communicate and monitor this effectively amongst the administration team.
- Demonstrate discretion in relation to sensitive information regarding students, parents and/or staff.
- Flexibility. Very busy times arise from time to time, primary in December and January, and a degree of flexibility with hours is required
- Be well-informed in relation to responsibilities under the Privacy Act.
- Be well-informed in relation to responsibilities under the Commission for Children and Young People Act 2000 and revisions 2004, including holding a Positive Notice blue card.
- Be aware and supportive of College Workplace Health and Safety requirements
- Carry out work practices in accordance with current Workplace health and Safety standards
- Willingness to abide by the NCC's Code of Conduct, combined with a demonstrated commitment to applying the principles and practices of OH&S, equity and diversity in the workplace.

Reference Documents

Staff Code of Conduct
NCC Staff dress code
NCC Enterprise Agreement

Appraisal

Key Performance Indicators (KPIs) established in consultation with the Business Manager. KPIs to be established within 2 months of commencement.

Review

Annually

Salary

In accordance with levels of the NCC Enterprise Agreement

Hours of Work

Generally 8.00 – 4.00 pm (5 days a week); (2021 - 9-day fortnight, 2022 – Full time).
