

POSITION DESCRIPTION – Payroll Support Officer

Role Purpose:	This position is a key member of the payroll team, responsible for providing essential assistance and contributing to the efficient functioning of the payroll process. This role involves collaborating with the payroll team, People and Culture department, and other relevant stakeholders to support the accurate and timely processing of payroll activities.
Qualifications:	Staff are encouraged to hold a formal qualification and to advance their skills and knowledge base.
Accountability:	Payroll Manager, Head of People and Culture, Head of Business Operations and ultimately the Executive Principal
Relates to:	All staff
Personal 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 teamwork within the office. • Effectively manage workload to ensure timely processing of payroll. • Effective communication with staff. • 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.
Professional Competencies:	<ul style="list-style-type: none"> • Previous experience in payroll administration or related field preferred. • Familiarity with payroll software systems. • Experience in Microsoft Office Suite, with particular efficiency in Excel. • Strong attention to detail and accuracy in data entry. • Knowledge of employment law and regulations, Awards and Enterprise Agreements. • Excellent Communication and interpersonal skills. • 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. • Hold a current Working with Children Blue Card.

Responsibilities:	<p>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 Payroll Manager. Responsibilities described in the Position Description will be reviewed annually.</p> <ol style="list-style-type: none"> 1) Assist with Data Entry and Verification: <ul style="list-style-type: none"> • Accurately input and update employee information into the payroll system. • Update other school software with various information, including but not limited to: <ol style="list-style-type: none"> a. Personal details such as address, phone & email. b. Blue Card details c. Teacher Qualifications 2) Assistance with fortnightly Payroll Processing: <ul style="list-style-type: none"> • Accurately check (and update as necessary) timesheets for select departments within payroll processing deadlines. • Collaborate with the payroll team in respect to the fortnightly payroll process. • Prepare & email final payslips to terminated staff. 3) Customer Service: <ul style="list-style-type: none"> • Provide responsive and professional customer service to employees regarding payroll inquiries. • Demonstrate discretion in relation to sensitive information regarding staff. • Communicate any employee concerns with the Payroll Manager. 4) Compliance and Record Keeping: <ul style="list-style-type: none"> • Stay informed about relevant labour laws and tax regulations. • Maintain organised and up-to-date payroll records and documentation. • Maintain up to date Blue Card records for all employees and volunteers that are linked to NCC. Promptly follow up any invalid, expired or soon to be expired Blue Cards. • Assist with the paper & electronic archiving of payroll records. 5) Reporting: <ul style="list-style-type: none"> • Generate and distribute payroll reports as required. 6) Other: <ul style="list-style-type: none"> • Order and distribute name badges for new staff. • Produce draft employment letters as required by the Payroll Manager • Contribute to process improvement initiatives within the payroll function. • Maintain & update the Payroll Manual as directed. • Undertake Cross Training with the payroll team. Step up to cover other payroll tasks during peak times (Dec/Jan) or while staff are on leave. • 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. • 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. • Undertake any other duties, special projects and assignments as directed by the Payroll Manager.
Remuneration:	In accordance with levels of the NCC Enterprise Agreement
Reference Documents	<p>NCC Staff Code of Conduct NCC Child Protection Policy NCC Enterprise Agreement NCC Staff Dress Code Policy</p>