

# NAMBOUR CHRISTIAN COLLEGE

## POSITION DESCRIPTION

### Payroll Support Officer

Position Purpose	<p>In support of the mission and vision of NCC the Payroll Support Officer contributes to an efficient, accurate, and service-focused payroll function. This role provides essential support to the Payroll team to ensure the smooth and accurate delivery of the fortnightly payroll process across the College as well as multiple Early Learning Centres.</p> <p>In collaboration with the Payroll team and other key stakeholders, the Payroll Support Officer is responsible for assisting with data entry, processing tasks, employee enquiries and general payroll administration. A high level of attention to detail is critical to maintaining data integrity and ensuring employees are paid correctly and on time.</p>
Qualifications	<p>Foundational knowledge of Payroll operations preferred.</p> <p>Formal qualifications in Business Administration or relevant experience in a payroll support role essential.</p> <p>Confidence using HRIS and Payroll systems (ConnX and/or Micropay experience preferred but not essential), Microsoft Office Suite, and Canva.</p> <p>Hold a current employee Blue Card (Working with Children Check)</p>
Accountability	Payroll Manager and ultimately the Executive Principal.
Key Relationships	Payroll Manager, Payroll Officer, Head of Business Operations, Head of People and Culture, Head of Early Learners, all staff and ultimately Executive Principal.
Personal Requirements	<p>These are generally personal in nature and reflect the desired attributes of staff:</p> <ul style="list-style-type: none"> <li>• Have a personal faith in and commitment to Jesus Christ</li> <li>• Demonstrate an ability to translate faith into practice</li> <li>• Model high standards of ethical behavior, professionalism and confidentiality</li> <li>• Display strong interpersonal skills and emotional intelligence</li> <li>• Ability to organise, prioritise and manage multiple tasks effectively</li> <li>• Foster a collaborative team environment</li> <li>• Communicate professionally in both written and oral form</li> <li>• Strong ability to show sensitivity to the needs of diverse stakeholders</li> <li>• Remain composed under pressure and handle sensitive matters with discretion</li> </ul>

- Demonstrate attention to detail and process-oriented thinking
- Exercise accountability and reliability in all duties
- Maintain a high standard of professional appearance and conduct
- Show enthusiasm for continuous learning and improvement
- Support and champion the Mission and Vision of NCC
- Committed to upholding a culture of integrity and professionalism aligned with Christian values

## Professional Competencies

The following professional competencies are essential to this position:

- Previous experience in payroll administration or related field preferred
- Familiarity with payroll software systems an advantage
- Experience in Microsoft Office Suite, with intermediate efficiency in Excel
- Strong attention to detail and accuracy in data entry
- Strong organisational and administrative skills
- Effective written and verbal communication skills
- Ability to maintain confidentiality and handle sensitive information appropriately
- Demonstrate sound judgment and self-awareness in resolving payroll queries, including knowing when to seek guidance or escalate issues
- Capacity to work both independently and collaboratively
- Understanding of payroll best practices
- Demonstrate a proactive and thoughtful approach to serving others with care and professionalism
- Knowledge of Workplace Health and Safety requirements
- Commitment to professional development and staying current with Payroll practices
- Knowledge of employment law and regulations, Awards and Enterprise Agreements particularly how they relate to the College
- To understand scope of role in relation to Pastoral Care Policy and Procedures
- Demonstrate confidentiality and discretion in relation to sensitive information
- 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

## Key Responsibilities

The primary responsibilities for this position are detailed below. From time-to-time other duties may be deemed necessary and these will be determined in conjunction with the Payroll Manager.

### Assist with Data Entry and Verification

- Accurately input and update employee information into payroll system
- Track cumulative hours for College teaching and non-teaching staff in accordance with the Enterprise Agreement
- Update other school software with various information, including but not limited to:
  - Personal details such as address, phone and email
  - Blue Card details
  - Teacher Qualifications

### Assistance with fortnightly Payroll Processing

- 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

### Customer Service

- Provide responsive and professional customer service to employees regarding payroll enquiries
- Demonstrate discretion in relation to sensitive information regarding staff
- Communicate any employee concerns with the Payroll Manager

### Compliance and Record Keeping

- 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 paper and electronic archiving of payroll records

### Reporting

- Generate and distribute payroll reports as required

### Other

- Order and distribute name badges for new staff
- Produce draft employment letters as required by the Payroll Manager
- Monitor WorkCover claims and provide information to WorkCover and Payroll Manager as required
- Contribute to process improvement initiatives within the payroll function
- Maintain and 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.
- Undertake any other duties, special projects and assignments as directed by the Payroll Manager.

**Remuneration** In accordance with levels set out in the NCC Enterprise Agreement

**Reference Documents** NCC Child Protection Policy  
NCC Staff Code of Conduct  
NCC Enterprise Agreement  
NCC Staff Dress Code Policy  
NCC Workplace Health and Safety Policy

**Hours of Work** As per Employment Contract