

Position Description

Assistant Payroll Officer

Reports to:	Scheduling/Payroll Coordinator
Directorate/Department:	Business Services/People & Culture
Number of direct reports:	As per Organisational Structure
Employment Type:	Part-Time Fixed-Time (0.5 FTE)
Salary/Award Classification:	<p>Level 3 – Social, Community, Home Care and Disability Services Industry Award 2010</p> <p>Community Living Australia has charitable status for Fringe Benefits Tax purposes and is therefore able to offer taxation benefits through salary sacrifice</p>



Position Purpose

The Assistant Payroll Officer is accountable for providing accurate timely and efficient payroll services to employees; for payroll calculations and transactions, working alongside the Payroll Officer and providing mentoring and support to the Payroll & Administration Clerk. The role is responsible in the timely preparation of payroll related data, statistics and other reports.

The role will assist in the provision of an advisory and consultancy service to management and staff on a range of payroll related matters.

Principal Duties

- Undertake operational aspects of payroll processing and associated activities including system data maintenance, salary disbursement, leave management and reporting ensuring accuracy and delivery within appropriate timeframes, compliant with relevant legislation
- Prepare payroll and human resource information for data input and assist with checking, quality control and maintenance of records to ensure accuracy, service quality and data integrity
- Analyse, interpret, apply and explain relevant payroll legislative obligations including Awards, agreements, Acts and contracts, organisations policies, procedures etc.
- Provide a responsive, accurate client advisory service on payroll matters, resolve enquiries and assist in identifying payroll errors and implementing corrective action

where required to ensure employee payments are processed accurately and database integrity is maintained

- Review and reconcile timesheet information used for payroll generation
- Ensure employee and employer superannuation payments and various payroll deductions are paid within required timeframes
- Monitor and reconcile payroll related general ledger accounts
- Complete and compile payroll related Statistical Returns
- Ensure that all statutory returns and PAYG legislative requirements are maintained and met
- Record and monitor salary sacrifice information and liaise with Community Business Bureau (CBB) as required
- Prepare and submit Return to Work information, including, average weekly earnings calculations, wage claims.
- Assist in the preparation of Annual Return to Work reporting
- Maintain all aspects of the payroll system and liaise with the ICT team and program suppliers as required
- Assist with correspondence and written communications in relation to payroll matters on behalf of the organisation including providing the organisations auditors with all information requested in a timely manner
- Contribute to the application and monitoring of HR practices, principles and delegations
- Participate in the establishment and redesign of procedures, processes and controls to improve the Payroll process
- Mentor the Payroll & Administration Clerk, fostering a positive workplace culture where staff feel engaged, empowered and supported
- Work collaboratively with peers and colleagues, across the organisation, to achieve organisational objectives
- Apply WHS legislation and create and manage a safe work environment
- Demonstrate behaviours that support organisational values and a positive workplace culture

The responsibilities as specified above may be altered in accordance with the changing requirements of the position.

Core Competency/Capability

(NDS CSS 4)

These six core competencies are the capabilities that need to be demonstrated in order for the incumbent to be functional in their role and links to the NDS competency framework

Sector & organisation purpose & values

- An enhanced working knowledge of a human rights based approach and the individual and community context, and sector and organisation purpose and values. Encourages sector and organisation approach and values in other team members.

Leadership & teamwork

- A skilled team member, acting as a resource for a small work group on a regular basis, providing coaching and feedback. Shares knowledge and information with less experienced team members. Varies own schedule, contacting senior staff only to seek specialised help or notify progress or work.

Communication

- Contacts people on non-routine practical matters and external organisations on routine practical matters. Able to communicate flexibly in an appropriate manner. Supports others to effectively record and report. Able to resolve conflicts. Has a network of relevant contacts. Deals with many issues presenting and, when outside skill set, ensures involvement of more experienced person.

Customer relations

- Works with customers to explore and resolve their practical complex needs, expectations and goals. Uses understanding of relevant service delivery theory and has operational knowledge of supports and services available. Is flexible and suggests alternatives and gathers information to enable effective referral. Undertakes service liaison/communication with customers during complex problem resolution. Understands confidentiality and diversity aspects. Understands and assists with building and maintaining relevant stakeholder relationships.

Personal accountability

- Adheres to organisation policies & procedures and all relevant government legislation and standards. Encourages others. Understands and interprets complicated standards which require variations to procedures. Adopts a professional approach to own accountability and influences others. Supports safe work practices. Recognises responsibility in maintaining own organisation's image and reputation and assists other staff.

Innovation

- Meets responsibilities using a resourceful and creative approach. Seeks opportunities to innovate within the context of the role. Solves problems requiring the practical application of theory. Understands why risk mitigation and continuous improvement are important and can convey this to less experienced staff.

Skills & Experience

To perform this role successfully the incumbent must be able to satisfactorily demonstrate the following key qualifications, experience and skills

Academic or Professional Qualifications

- Certificate IV in Business or Payroll specialisations or equivalent experience in the workforce

Skills & Delivered Performance

- Extensive experience with time recording systems and all aspects of the payroll maintenance and generation process including salary packaging
- Previous experience in using computerised payroll systems, experience using Visipay is desirable
- Proficiency in the use of Microsoft Office and other relevant software packages
- Sound knowledge of employment related legislation and ability to interpret modern awards and identify implications for the workplace
- Demonstrated time management, planning and administrative skills (data entry)
- Be able to work effectively, both autonomously and within a team environment, sharing knowledge and skills
- Has a high level of attention to detail, sound numeracy skills and a systematic and thorough approach to maintaining records
- High developed communication (oral and written) and interpersonal skills including sound conflict resolution and negotiation skills
- Affinity with nonprofit organisations and respect for their philosophy and values
- Demonstrated commitment to continual professional and personal development

Special Requirements (Essential)

- Have and maintain a current Australian Class 1 Drivers Licence for duration of employment
- Obtain and maintain a DHS General Employment Probity Screening
- Participate annually in the performance appraisal process to establish performance objectives and KPI's ongoing
- Private use of vehicle – adhering to the conditions and requirements of the Motor Vehicles (Use of Private Vehicle) Operating Procedure
- Work across multiple worksites and/or relocate to other worksites (within reason) as required
- Attend meetings, training and professional development as required
- Some out of hours work may be required\

Authority to Act

This position operates within

- Policies and procedures, guidelines and codes of conduct
- The defined limits of delegated authority
- The confines of budgeted restraints, relevant legislation, regulations and by-laws
- Financial Delegations Matrix

NDIS Code of Conduct

There are 7 minimum standards Community Living Australia and their workers must meet:

- Act with respect for individual rights to freedom of expression, self-determination and decision-making in accordance with applicable laws and conventions
- Respect the privacy of people with disability
- Provide support and services in a safe and competent manner, with care and skill
- Act with integrity, honesty and transparency
- Promptly take steps to raise and act on concerns about matters that may impact the quality and safety of supports and services provided to people with disability
- Take all reasonable steps to prevent and respond to all forms of violence against, and exploitation, neglect and abuse of, people with disability
- Take all reasonable steps to prevent and respond to sexual misconduct

Accepted and Approved

Employee

Name:

Signature:

Date:

Scheduling/Payroll Coordinator

Name:

Signature:

Date: