



POSITION DESCRIPTION

Role	Payroll Officer
Reports to	Head of Finance
Department	Finance
Employment Type	Part-time 0.5FTE – Monday to Wednesday
Key Liaisons	Executive staff, Finance team, Administrative staff, Teaching staff

The Role

The Payroll Officer's role is to process the fortnightly payroll and all payroll related matters, to maintain accuracy and integrity of payroll system data, and assist staff and management with all payroll related queries

Qualifications, Experience, Skills & Personal Attributes

Experience, and skills

Essential

- Experience processing payroll for approximately 500 staff from beginning to end
- Experience in interpreting awards and enterprise agreements
- Ability to meet regular deadlines
- Strong database knowledge including excellent Excel skills
- Excellent planning and organisational skills
- Good communication and interpersonal skills
- Attention to detail and accuracy in record keeping
- Maintain a high level of resilience and emotional agility
- With personal responsibility and through collaboration and teamwork, be able to successfully navigate and manage change
- Be able to use your personal and problem-solving skills to manage and work collaboratively through conflict, to resolution

Desirable

- Prior experience in a school environment
- Experience using MicrOpay software

Personal Attributes

- Ability to communicate positively and effectively with co-workers, students and the wider school community with maturity and discretion.
- Ability to work both independently and collaboratively as part of a team.
- Ability to work under pressure in a calm and methodical manner.
- Well-developed communication and interpersonal skills.
- Ability to use initiative.

Key Responsibilities

- Prepare and process the fortnightly payroll for approximately 500 staff each fortnight within the required time frame
- Create and maintain employee data
- Calculation of termination benefits
- Reconcile salary packaging accounts and liaise with the external providers
- In liaison with finance staff, balance all payroll ledger accounts, including the posting of all payroll related journals
- Prepare payroll reports
- Ensure the ATO and Superannuation payments are paid within the required time frames
- Calculation of all annual leave and leave loading to be paid at the end of the calendar year
- Calculation and auditing of staff leave entitlements, including long service leave, as required
- Processing school and Government Paid Parental Leave payments
- End of financial year payroll processing. Including the balancing and production of payment summaries through STP
- Production of salary and budget reports as required
- Streamlining of processes
- Update and maintain payroll procedures
- Interpretation and application of awards and enterprise agreement
- Regular review of the payroll software system including assistance with any payroll related software implementation and documentation of associated procedures
- Answer staff queries and any queries from third parties
- Any other duties as may be required

The Principal reserves the right to vary your duties at any time. Such variation does not constitute a breach of contract nor termination of employment