



MARIST COLLEGE ASHGROVE

POSITION DESCRIPTION: Assistant Payroll Officer

REPORTS TO: Reporting to the Finance Manager, who is directly responsible to the Business Manager. The Assistant Payroll Officer is a member of the Finance team.

CLASSIFICATION: School Officer Level 4

HOURS: 3 days, Part -time (23 hr/wk)

QUALIFICATIONS: Tertiary qualifications at Certificate level or equivalent qualifications relevant to the position may be required or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position.

KEY CHARACTERISTICS: The employee in this position is required to demonstrate competency involving the application of knowledge with depth in some areas and a broad range of skills. There is a wide variety of tasks and roles in a variety of contexts, where there is complexity in the ranges and choice of actions required. Competencies are within a variety of routines, methods and procedures. Discretion and judgement are required for self and/or others in planning, selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

Work is performed under general supervision. Progress and outcomes sought are under general guidance.

An employee in this position may have responsibility for the work and organisation of others in limited areas. The work of others may be supervised; teams may be guided or facilitated. Training of subordinate staff may be required.

KEY RESULT AREAS: The position holder is primarily responsible for Payroll.

**SKILLS, ABILITIES
and KNOWLEDGE:**

Skills and abilities of the following are required:

- Skilled to support the full payroll function with at least five years' experience in a medium to large size organisation, displaying the following attributes:
 - Proficiency of payroll principles, practices, regulations and procedures
 - Proficiency of basic accounting practices and procedures

- Skilled in evaluation and analysing payroll activities and practice methods
- Practical application in computerised payroll systems including the ability to:
 - apply the School's Enterprise Agreement and other relevant awards
 - Take corrective action to ensure payroll information is accurately recorded
- The ability and commitment to:
 - Maintain strict confidences on matters associated with the School's financial operations and payroll
 - Enhance existing knowledge and skills
 - Readily embrace and implement the benefits of new technology where appropriate
 - Work under the direction of the Senior Payroll Officer
 - Assume additional responsibilities in the absence of other Finance Office staff
 - Strive to achieve best practice in all duties associated with the position
- Skills in practical application of computerised payroll systems as well as Microsoft Windows Word, Excel and Outlook
- A proven ability to:
 - Work collaboratively and effectively in a team
 - Prioritise tasks efficiently and manage time effectively
 - Learn and apply new concepts quickly
 - Liaise professionally with staff
 - Work under pressure and manage deadlines
- Excellent communication skills and customer service
- High level of organisation, accuracy and efficiency
- High degree of initiative and enthusiasm
- Ability to obtain a Working with Children Check and valid Blue Card

SPECIFIC DUTIES:

Specific duties performed include, but are not limited to:

- Assistance with all functions associated with the preparation and completion of each authorised pay run;
- Assistance with the calculation of employment termination payments;
- Updating employee contract/salary changes as approved by the Head of College or approved Enterprise Agreement increases;
- Ensuring all incoming forms such as timesheets, are verified and approved by the appropriate supervisor; follow up of any outstanding forms;
- Assisting management with review of fortnightly payroll reports;
- Assist with the payment to superannuation funds on a monthly basis including notification of new and terminating employees and reconciliation of superannuation reports;
- Assist with the provision of information to the Australian Taxation Office in relation to PAYG, withholding and TFN declarations;

- Payment of salary packaging amounts, child support, government parental payments, and other payroll related items;
- Assist with the maintenance of TASS Web module;
- Assisting with the entering General Ledger journals in TASS and reconciliation of the Salary Clearing account to the Payroll costing each month;
- Assist with the maintenance of payroll files and records, including regular electronic filing of correspondence and forms;
- Liaison with staff in relation to any payroll matters or queries relating to employee entitlements;
- Liaison with the Head of Staff Services and the HR office in relation to appointment and termination of employees, leave entitlements and other payroll matters;
- Assist with preparation of data as requested by the Head of Staff Services;
- Assist with the preparation of annual staff budget, in conjunction with senior management and the HR office;
- Monitoring changes in best practice payroll processes and, subject to approval, implementing the processes within the School;
- Striving to provide the School with a high quality, professional payroll system;
- Assist with year-end payroll compliance including preparation of Single Touch Payroll events and related reconciliations;
- Assisting external auditors with year-end testing of payroll systems and transactions;
- Calculation of year end employee provisions, in accordance with the accounting standards;
- Ensuring compliance with legislation and employment conditions;
- Assist with the preparation of ABS Statistics reports as they relate to wages, salaries and staffing numbers;
- Keeping knowledge of legislation that affects the payroll up to date by research and subscriptions as well as attendance at various workshops and training seminars;
- Providing accurate and timely payroll information and reports to Senior Managers as needed e.g. Board of Trustees' reports, Equal Opportunities for Women, Enterprise Bargaining, Insurances;
- Assisting with the implementation of new systems that affect the payroll process;
- All employees recognise and accept that multiskilling is an essential component of the College and may be required to undertake duties that are outside their normal position description but within their skills, competency, and capability.