

Position Description

Title	Payroll Manager
Business Unit	People & Culture Performance & Integration
Location	Level 4, 130 Lonsdale Street, Melbourne 3000
Employment type	Full time Ongoing
Reports to	Senior Manager, People & Culture Operations

1. About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

2. Position purpose

The Payroll function is critical to the organisation. The Payroll Manager will:

- ensure that this process runs smoothly and is completed with a high level of accuracy and on time
- ensure compliance with all applicable laws and payroll tax obligations
- develop, review and improve payroll policies, procedures and work flows
- supervise, coach and develop a high performing customer centric payroll team

3. Scope

Budget: ~\$1m

People:

- Direct:
 - 1 x Payroll Team Leader
- Indirect:
 - 2 x Senior Payroll Officers
 - 6 x Payroll Officers
 - 1 x Payroll Admin Officer

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4. Relationships

Internal

- People & Culture
- Finance
- Business Unit leaders
- Quality & Compliance

External

- ATO and other government agencies
- PayWise – Salary Packaging Solution Provider
- Superannuation Funds
- PayGlobal – system vendor
- External auditors

5. Key responsibility areas

Functional

- Manage the delivery of effective and efficient payroll operations ensuring the appropriate payment, disbursement, checking and reconciliation procedures are in place and undertaken in a timely manner
- Manage and review the preparation, balancing and reconciliation of PAYE tax
- Collaborate with the finance team to reconcile FBT, superannuation and payment summaries
- Work in partnership with the HR Connect team to consolidate benefits delivered through the identification of process improvement (HR – Payroll e2e) resulting in leading practice
- Supervise and co-ordinate activities of the payroll team, including the management of payroll workload to meet operational requirements
- Ensure the payroll team demonstrate a strong customer service focus; responding to pay queries in a timely manner and possess the capability and expertise to achieve high quality service.
- Prepare relevant weekly, monthly, quarterly and year-end reports
- Prepare management reports when requested based upon information within the payroll system
- Monitor the accurate processing of staff appointments, transfers, promotions and terminations
- Develop, review and improve payroll policies and procedures and implement benchmarking exercises
- Ensure all payroll information and records are maintained in accordance with statutory requirements
- Support all internal and external audits related to payroll
- Manage and resolve issues relating to payroll production
- Implement exception reporting and audit schedules, to enable a proactive approach to errors and ensure payroll can anticipate and rectify errors before they occur
- Resolves any payroll discrepancies and keeps a balance of all payroll accounts
- Monitor and implement up to date information on changes to payroll and tax legislation
- In conjunction with the line manager, ensure appropriate risk management and business continuity strategies are designed and implemented within the payroll team.

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Payroll System	<ul style="list-style-type: none"> • Maintain payroll systems in line with Uniting ICT, Finance and HR Operations protocols and processes • Ensure that payroll system upgrades, development and workflows are managed and maintained efficiently and effectively to assist Uniting in achieving strategic objectives
People and teams	<ul style="list-style-type: none"> • Establish, lead, coach and inspire an engaged and productive team • Lead the team in leading practices and effective process governance • Provide support, guidance, coaching, leadership and empowerment to the team including feedback through performance reviews and regular supervision. • Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships • Promote and maintain a positive, respectful and enthusiastic work environment • Provide authentic team leadership and the highest level of professional conduct in alignment with Uniting's values.
Legal requirements & risk management	<ul style="list-style-type: none"> • Ensure all legal, funder and statutory requirements pertaining to the position are met including serious incidents, reportable conduct and mandatory reporting (child safety) • Foster a culture where risks are identified and appropriately managed • Report areas of serious risk to next level supervisor and work together to mitigate those risks.
Personal accountability	<ul style="list-style-type: none"> • Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant. • Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us. • Ensure appropriate use of resources. • Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour. • Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace. • Identify opportunities to integrate and work collaboratively across teams. • Take reasonable care for your own health and safety, and health and safety of others (to the extent required). • Promote a positive safety culture by contributing to health and safety consultation and communication. • Promptly respond to and report health and safety hazards, incidents and near misses to line management • Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.

6. Person specification

Qualifications

- A Bachelor's degree in Business Administration, Accounting, Finance, Human Resources or similar is preferred and/or demonstrated experience.

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Experience and knowledge

- Demonstrated Payroll Manager experience (minimum 5 years) managing a payroll of 3,000+ employees
- Current knowledge of general payroll practices, procedures and operations and related legislation
- Familiarity with payroll software/ HRIS (e.g. PayGlobal, Kronos considered an advantage) and MS Office (especially Excel)
- Comprehensive knowledge of:
 - Modern Awards and other state and industry legislation
 - Payroll tax and WorkCover legislation across multiple jurisdictions
- Experience dealing with ATO, Centrelink, The Child Support Agency and Superannuation clearing houses
- Solid financial acumen with in-depth knowledge and experience of payroll calculation and processing
- Team management experience

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting’s values
- **Organisational skills and attention to detail:** Proven skills in self-management and organisation; along with ability to review detailed data, spot anomalies and/or gaps and identify and implement solutions
- **Process Improvement:** understanding and experience in standardising and consolidating processes in a complex, high volume environment.
- **Problem solving:** proven high level of analysis and complex problem solving
- **Communication:** Outstanding verbal and written communication, ability to relate meaningfully to people at all levels and ability to explain complex technical matters clearly and succinctly.
- **Customer Service:** a demonstrated ability to build strong relationships with stakeholders and deliver a quality service to users.
- **Team:** ability to build a positive team culture. A leader who can coach and motivate a team to perform at optimum levels

7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting’s operational, service and consumer requirements.

8. Acknowledgement

I have read, understood, and accepted the above Position Description

	Employee	Manager
Name:		
Signature:		
Date:		