

Position Description

Title	Payroll Officer
Business Unit	Payroll People and Culture Operations
Location	130 Lonsdale Street Melbourne
Employment type	Full Time Maximum Term
Reports to	Manager, Payroll

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

1. Position purpose

The Payroll Officer is responsible for administering the timely, accurate and relevant processing and recording of pays.

2. Scope

Budget: nil

People: nil

3. Relationships

Internal

- Payroll Team
- People and Culture teams
- Employees

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External

- Payroll peak bodies

4. Key responsibility areas

Payroll Service Delivery

- Maintain payroll operations by adhering to Uniting's policies and procedures
- Understand and apply relevant legislation and Awards/Agreements specific to Uniting
- Take a proactive role in liaising with employees, supervisors, and other stakeholders to handle day to day payroll activities
- Timely preparation and accurate processing of end-to-end fortnightly payroll including new employee master files, PAYG, Salary packaging, Novated leases, leave management and superannuation
- Provide clear communication with well-researched, accurate and meaningful advice to employees' and managers' queries on payments, employment conditions and benefits
- Ensure all payroll records are amended accurately and checked to meet audit requirements, prior to payment
- Manual calculation of taxes, termination payments, superannuation and leave provisions/accruals, if required.
- Keep accurate and complete records of work and activities in accordance with internal, external audits and legislative requirements
- Filing as required
- Basic system administration and producing fortnightly payroll reports
- Work closely with senior team to identify areas for improvement in relation to the role, to the team and at an organisational level
- Perform other duties as required by manager

Quality and risk

- Maintain employee records/personnel files on payroll related matters
- Comply with all practices and requirements to ensure the security of workforce data
- Remain up to date with legislative payroll requirements and organisational operating procedures
- Comply with Uniting Payroll checking processes for employee data, pays and third-party details/transactions
- Demonstrate an understanding of the principles of quality assurance and continuous improvement
- Identify and report any risks associated with the payroll function

People and teams

- Support other team members by sharing your knowledge and by fostering a positive, collaborative environment focused on providing exceptional service and continual improvement
- Work positively and professionally with Uniting colleagues and third-party providers
- Perform other duties as required to support the Payroll function and its continual improvement
- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationship
- Contribute positively to a team culture that embraces:
 - Exceptional customer service to all stakeholders
 - Continuous quality improvement
 - Peer support and development

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Personal accountability

- 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.

5. Performance indicators

- To be agreed with line manager.

6. Person specification

Qualifications Essential:

- Certificate IV in Payroll Administration (desirable) or demonstrated experience

Experience & Knowledge

- 2+ years Payroll experience
- Certificate IV in Payroll Administration
- Experience in an environment with multiple complex Awards/Agreements
- PayGlobal experience
- Experience with awards such as SCHADS, and enterprise agreements such as VECTEA
- Payroll experience in the community services sector
- Understanding of Australian payroll legislation
- Attention to detail and understanding of the importance to maintain quality data integrity

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- **Payroll experience:**
 - Ability to meet deadlines and perform Payroll tasks in a timely and professional manner
 - Investigating and resolving employee Payroll queries
- **Process Improvement:** understanding and experience in standardising and consolidating processes in a complex, high volume environment
- **Team:** ability to work as part of and contribute to a high performing team
- **Customer Service:** a demonstrated ability to build strong relationships with stakeholders and deliver a quality service to users
- **Attention to detail:** Proven skills in reviewing detailed data, spotting anomalies and identifying solutions

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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 (and NDIS Worker Screening Check where relevant) 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

Name:

Signature:

Date: