

# Position Description



<b>POSITION TITLE:</b>	Payroll Specialist
<b>POSITION NO:</b>	2086
<b>DIRECTORATE:</b>	Corporate Services
<b>DEPARTMENT:</b>	Finance
<b>SECTION:</b>	Payroll
<b>CLASSIFICATION:</b>	Band 6
<b>LOCATION:</b>	Footscray Town Hall/ Civic Hub, Napier St, Footscray
<b>DATE:</b>	November 2024

## ORGANISATIONAL RELATIONSHIPS

<b>Reports to:</b>	Team Leader Payroll
<b>Supervises:</b>	Nil
<b>Internal Liaisons:</b>	Manager Finance, Coordinator Management Accountant, Team Leader Payroll, Finance, Directorate Directors, People and Culture, all Council employees.
<b>External Liaisons:</b>	Australian Taxation Office (ATO), Vision Super and other Superannuation funds, VECCI; Banks, credit unions and financial institutions, other Councils, Contractors and members of the public and residents.

## ORGANISATIONAL VALUES:

Employees at Maribyrnong will be guided in their behaviour and conduct in the delivery of its services by Council's values of Respect, Courage and Integrity.

<b>Respect</b>	The promotion of inclusiveness, empathy, communication, good will.
<b>Courage</b>	The promotion of innovation, considered risk, creativity, problem solving, initiative, accountability, responsibility.
<b>Integrity</b>	The promotion of honesty, loyalty, ethical behaviour, trustworthiness.

## PRIMARY OBJECTIVES OF POSITION:

Deliver timely, accurate and compliant fortnightly payroll processing in accordance with all relevant agreements, award, regulations and statutory obligations.

Act as the first point of contact and provide operational advice, support to key stakeholders, ensuring compliance and governance of payroll systems and processes in line with Council's values.

Provision of high level customer service to management and employees on conditions of employment matters.

Assist the Team Leader Payroll in the review, refinement or implementation of best practice pertaining to payroll, policies and procedures.

## DUTIES AND RESPONSIBILITIES

- Provision of accurate and timely payment of fortnightly salaries in line with legislation requirements, policies and procedures, as well as high level customer service to management and employees on conditions of employment matters.
- Play a lead role in coordinating payroll activities including payroll related enquiries and processing, ensuring appropriate levels of quality and compliance are met in line with appropriate legalisation, regulations, policy and procedures. Develop and implement systems and procedures for the accurate and consistent processing of payroll and all types of leave as required.
- Supervision, training and mentoring of payroll staff and other employees or management as required.
- Perform the Payroll Team Leader role as required and/or assist the Payroll Team Leader with routine and ad hoc activities and reports. This includes, but not limited to, completing reconciliation of pay Group Taxation and production of end of year group certificate, statistical returns and questionnaires from various Government departments relating to payroll matters and other requests as required by management.
- Determine and process Enterprise Bargaining banding increases as scheduled in a timely manner with efficient calculation, inclusive of back-payments.
- Prepare calculations and payments relating to terminations, redundancies, long service leave, annual leave, sick leave and Work Cover compensation in line with relevant Acts, Award and Industrial instruments.
- Work collaboratively with the Payroll Team Leader and key stakeholders such as Human Resources, to resolve and communicate any significant payroll issues.
- Ensure best practice payroll and record keeping processes are undertaken. This includes regular checking of data entry, conducting audits and reports of payroll, and payroll masterfile and superannuation records are maintained.
- Participate and contribute to Payroll team meetings, continuous improvement initiatives and in specific projects as allocated from time to time.
- Assist and/or administer all Council's obligation under superannuation legislation and provide advice to the Executive Leadership Team, internal departments and employees.
- Ensure the payroll system operates on current taxation rates and guidelines; and undertake and complete all taxation activities in a timely manner. This includes, but not limited to, reconciliation and balancing of payroll tax, payment summary with FBT amounts where applicable and ATO reporting.
- Ensure the accurate and timely maintenance and updating of all personnel records and systems relating to salary rates, long service leave, annual leave, sick leave deductions and other payroll related information.
- Develop, update and maintain payroll files, databases and spreadsheets on a regular basis, such as Council's intranet, Salary Register and documents on K drive.
- Actively contribute to the development of regular and ad hoc reporting processes and facilities, and ensure they are produced and distributed across the organisation on a routine basis and as required.
- Train relevant staff to act as a backup in this role.

The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skill, competence and training.

## Organisational Responsibilities:

- Adhere to the Victorian Occupational Health and Safety Act 2004, Council's Occupational Health and Safety Policy and Council's Contractor Health and Safety Policy including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes.
- Consider and preserve one's own safety and the safety of those around while at work. This includes following health and safety guidelines and procedures, and using protective clothing or equipment provided, at all required times. Employees must immediately report any injury, near miss, damaged equipment or any other hazard observed in their workplace.
- Familiarise themselves with, and adhere to, Council's Risk Management policy and program and the application of sound risk management practices within the workplace and community.
- Practice and promote Council's Equal Opportunity and Respect at the Workplace principles and policies by treating fellow employees and our customers fairly and equitably and without discrimination, harassment or bullying.
- Promote a positive image of Council to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.

## ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Coordination of timely and accurate processing of the fortnightly payroll of all staff in accordance with current Enterprise Agreement, contracts and company policies and procedures.
- Accurate and timely application of Award, Industrial Agreements and statutory/legislative requirements.
- Provide advice and information to internal and external stakeholders within Council guidelines and delegated authority. Accountable for the accuracy and quality of the information and advice provided.
- Provide support and formal input into policy development within area of expertise as required.
- Maintain and improve standards of work specific to the role and responsibilities.
- Act within clear objectives, budgets and refer to manager for any decisions on matters that could impact Council's policy, projects and budget.
- Contribute to the continuous improvement of the Payroll / Superannuation system and procedures.

## JUDGEMENT AND DECISION MAKING

- Exercise judgement and autonomy to make decisions based on previously acquired experience and knowledge as well as knowledge of department, organisational goals and objectives.
- The nature of the work is usually specialised with methods, procedures and processes developed through theory or precedent.
- Ability to improve or develop methods, procedures and processes relevant to the role as required and applying them to problem resolutions.
- Guidance and advice from the Payroll Team Leader or another supervisor and other Council employees would usually be available. The incumbent has the ability to seek or offer advice and information, assess whether escalation is required and follow a course of action.
- Exercise discretion and confidentiality whilst performing assigned duties

## SPECIALIST SKILLS AND KNOWLEDGE

- Experience in leading and coordinating a payroll function within a high volume and diverse organisation.

- Extensive knowledge of the functionality of the payroll system, local government payroll procedures and policies, Award structure, Taxation and Superannuation legislative obligations
- Ability to perform duties with minimal supervision.
- Ability to general high level and relevant payroll reports, and present information in a simple format to management and staff.
- Ability to use technology and systems relevant to the role, including Authority Payroll system, and other relevant software packages such as Word, Excel, Outlook and Civica.
- Proficiency in the application of theories, policies, procedures, processes and precedents relevant to the role to provide subject matter expert advice and to resolve routine or escalated payroll issues.
- Understanding of the role and function of the team and how they impact the goals of the wider organisation
- Understanding and application of relevant State and Federal legislation, Acts and regulations relevant to the role, especially as it relates to employment contracts,
- Advanced numeracy skills, with the ability to reconcile and balance large datasets, understand complex formulas and calculate payroll matters such as overtime and remuneration package / contract details.
- Basic knowledge and understanding of budgeting techniques.

## MANAGEMENT SKILLS

- Manage time, set priorities, plan and organise own work and when required, the work of any direct reports, to achieve team objectives within a set timeframe.
- Ability to manage workload effectively set priorities relating to payroll responsibilities with rigid timeframes and meet set non-negotiable deadlines
- Ability to implement and embody Council personnel practices including Equal Employment Opportunity and Occupations Health and Safety, particularly when supervising employees.
- Ability to support, motivate, provide on the job training and guidance to more junior employees.
- Ability to contribute to team meetings and to team outcomes.
- Understanding and effective dissemination to direct reports of the long term goals of the team and their alignment with Council's objectives.
- Ability to quickly absorb and apply new information particularly in relation to payroll practices and procedures.

## INTERPERSONAL SKILLS

- Ability to gain trust, cooperation and assistance from internal and external stakeholders when required.
- Ability to liaise with external counterparts and members of other units within the organisation to resolve intra-organisational problems.
- Strong written and verbal communication skills and ability to effectively manage complex conversations.
- Well developed customer service ethic with an Ability to establish rapport and to contribute to a pro-active and collaborative work culture.
- Ability to demonstrate initiative and flexibility within the working environment and to contribute to team based service delivery.
- Conduct research and provide detailed verbal and written reports as required.
- Capability to prepare external correspondence

- Ability to maintain strict confidentiality of payroll and personnel matters.

## QUALIFICATIONS AND EXPERIENCE

### Mandatory:

- Diploma level qualification in Accounting or similar, and / or substantial experience working in a similar fast pace, high transaction role.
- Extensive experience working with a computerised payroll system, preferably Authority Payroll system and management of end to end payroll processing.
- Proven experience in working with relevant employment Awards, Enterprise Agreements and statutory/legislative requirements.
- Extensive experience and knowledge of Taxation & Superannuation Legislation and Guidelines.
- Current Working with Children Check.
- No relevant criminal record found in a Police Check.

### Desirable:

- Local Government experience would be advantageous.

## KEY SELECTION CRITERIA

- Mandatory qualifications and experience as listed above.
- Strong verbal and written communication skills with an ability to have complex conversations, and communicate complex information in simple terms.
- Excellent customer service skills.
- Excellent knowledge of, and demonstrated experience with, computerised payroll systems, including software functionality, ideally with ERP eg Authority, and Content Management System (CM9).
- Proficiency in using Microsoft packages, including Word, Excel and Microsoft outlook.
- Ability to work autonomously or as a contributing team member across a diverse organisation.

**CONDITIONS OF EMPLOYMENT:** In addition to the terms and conditions of Council's Enterprise Agreement and the requirements listed in this Position Description, there are policies and procedures that apply to your employment and require your diligent compliance. These policies and procedures are formulated by Council for the efficient and fair administration of employment and other business matters and can be amended from time to time. However, such policies and procedures are not deemed to be incorporated into your employment conditions, nor are they intended or deemed to impose specific contractual obligations on Council.

The following signatures are required to indicate understanding, agreement and approval of the position description.

Employee: .....

Date: .....

Manager/  
Coordinator:.....

Date: .....

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