

POSITION DESCRIPTION

Position Title	Payroll Specialist
Program	People Culture & Performance
Employment Status	Part time
Tenure	Ongoing
Classification	SCHADS 4
Position reports to	Payroll Manager
Location	Various; <i>on the lands of Wurundjeri and Taungurung People</i>

Kids First is a child, youth and family services provider and early years education specialist. We have proudly been at the heart of community care in Victoria since 1896.

Our proud history is matched with a progressive mindset as we continually deliver Australian-first and sector leading programs designed to strengthen family relationships, support healing and recovery from trauma and set children and young people up for brighter futures.

We nurture an inclusive and rewarding culture that attracts and retains talented people, bound to a common purpose. Built on our legacy of more than 125 years of community service, we actively support our people to make a significant difference to the lives of children, young people and families. Every. Single. Day

Kids First is a child safe organisation and is committed to maintaining a child safe environment for children and young people who access our services.

As an Equal Opportunity employer, we respect and value diversity and inclusion. We welcome everyone to apply, regardless of age, ethnicity, cultural background, gender, sexual orientation, religious affiliation, and physical ability. Reasonable adjustments will be made for people with disabilities where operationally viable.

Our Vision

Every day we will work together to improve the life trajectories of children and young people and maximise positive outcomes for them and their families.

Our Values

Our HEART values encapsulate the way we work together and partner with children and families to bring positive and sustainable outcomes.



Hope
We believe that change is possible and achievable



Empowerment
We build on people's strengths and support their ability to make positive changes in their lives



Accountability
We are open and transparent in everything we do



Respect
We value all people



Trust
We act in an ethical, inclusive, professional and open manner

Position Purpose

The primary purpose of the Payroll Specialist is to support the delivery of accurate on time end to end payroll service for Kids First employees. You will provide excellent customer service ensuring payroll queries are responded to efficiently and effectively to meet staff expectations. You will deliver specialist payroll services to the organisation including reporting, system support and relevant legislative payroll information (e.g., redundancy, tax, workers compensation).

Organisational Relationships

Supervisor	Payroll Manager
Direct Reports	N/A
Internal Relationships	<ul style="list-style-type: none">• Director• Chief Executive Officer• Executive Team• Direct Reports• All staff
External Relationships	<ul style="list-style-type: none">• Key Stakeholders including, government, corporate, community and fundraising/ philanthropic stakeholders• Professional networks

Key Responsibilities

Payroll

- Provide a strong customer focused payroll service to Kids First ensuring all payroll transactions are processed efficiently, on time and in line with the relevant award and legislative requirements, this includes salary sacrifice arrangements, superannuation, termination calculations and workers compensation processing.
- Ensure the payroll systems and technology are working efficiently and effectively for operational teams, while partnering with the People and Culture team to resolve any issues.
- Actively participate in payroll operations meetings with Director – People Culture & Performance, Payroll Manager and the People and Culture team to ensure oversight of system configuration and alignment with requirements of relevant awards and legislation.
- Work closely with the People and Culture team to ensure payroll data is maintained and the input of employee variations are processed accurately and on time and resolve any pay discrepancies as per our policies and processes.

- Prepare and deliver on all required statutory reporting (including year-end STP to the tax office) as well as ad hoc reporting tailored to business and operational needs.
- Complete regular audits of the pay system to ensure the data is accurate and the system rule sets are compliant with the award and legislation. Ensure any configuration changes to the payroll system are done through the business change process.
- Support the Payroll Manager by ensuring in-house payroll expertise and maintaining up to date knowledge and information with regards to legislation impacting payroll processing.
- Build capacity of end users in system training for staff.
- Ensure confidentiality in information is always maintained.

Quality and Risk Management

OHS

- All Kids First employees have a personal responsibility to work safely and to abide by the legislation, rules and established safe work practices that govern safety in the workplace.

Capability Framework – Key Selection Criteria

Formal Qualifications	<ul style="list-style-type: none"> • Relevant qualifications in payroll administration or equivalent experience. • Member of the Payroll Association Australia would be highly regarded.
Skills & Experience	<ul style="list-style-type: none"> • Previous experience coordinating end to end payroll service for a small to medium organization. • A high degree of accuracy and attention to detail demonstrated in a similar role. • Excellent communication skills with strong attention to customer service skills and the ability to engage with people at all levels of the organisation. • Current working knowledge and demonstrated ability to keep up to date on the legislative and award environment and its application in payroll processing. • Experience partnering with individuals and leaders to problem solve and resolve payroll issues.
Other Selection Criteria	<ul style="list-style-type: none"> • Current Working with Children Card linked to Kids First Australia • Willingness to undertake a Police Check upon employment and every 3 years thereafter • A good understanding of or willingness to learn about Aboriginal culture, values and protocols and a demonstrated capacity to work in a culturally informed and respectful manner.

Inherent Physical and Psychological Demands

Activity	Frequency – Daily Regular Occasional
Managing competing priorities	Frequently
Ability to manage stress and be resilient	Frequently
Computer based activities	Frequently
Driving	Sometimes
Walking, climbing stairs, bending	Sometimes