POSITION DESCRIPTION

Payroll Officer

RESPONSIBLE TO: Chief Executive Officer (CEO)

REPORTING TO: Finance Team Leader

SUMMARY OF THE BROAD PURPOSE OF THE POSITION AND ITS RESPONSIBILITIES/DUTIES

The Finance Team comprises the Finance Team Leader (FTL), Finance Officer (FO), Payroll Officer (PO), Finance Support Officer (FSO) and HR Administration Officer (HRAO). The Payroll Officer contributes to the success of the Finance Team by ensuring all aspects of the payroll function are completed to a high standard. The Payroll Officer is responsible for ensuring all wages and other remuneration are paid accurately, on time and in accordance with the relevant contract, Enterprise Agreement or Award. The Payroll Officer will conduct regular internal audits, complete reconciliations and manage all payroll related enquiries.

REPORTING/WORKING RELATIONSHIPS

- Accountable to the Chief Executive Officer for achieving the expected outcomes of the position and practising within the philosophy of Summit Health and its aims, policies and protocols.
- Reports to the Finance Team Leader.
- The Payroll Officer role sits within the Finance Team, which is part of the Corporate Services Unit.
- No staff report to this position.
- Participates in the organisation's Staff Development Plan which is conducted on a regular basis.

CULTURE AND EXPECTATIONS

All employees are expected to contribute positively to the organisation by displaying the values and expectations contained within our Cultural Framework (Appendix A at the end of this document).

VALUES

TO DO NO HARM – TO CONTINUOUSLY IMPROVE

Summit Health is a learning organisation that continually evolves and adapts to opportunities. We operate in a high-trust environment. To support this, all employees must promote and adhere to our values and expectations.

SPECIAL CONDITIONS

- Some out-of-hours work may be required from time to time and will be remunerated in accordance with the Enterprise Agreement.
- Current Drivers Licence may be required.
- Use of own motor vehicle may be required, for which a cents-per-kilometre allowance will be paid.
- Employment is subject to a satisfactory Department of Human Services Working With Children Check.

STATEMENT OF KEY RESPONSIBILITIES

The Payroll Officer is expected to support the Finance Team Leader in managing daily operations of the payroll function. The Payroll Officer will be a specialist in their field, utilising their comprehensive understanding of payroll functions to ensure ongoing compliance and best practice standards are maintained at all times. The Payroll Officer is responsible for driving improvements to the organisations payroll function and always considering internal and external changes, working closely with the FTL to address challenges in a proactive way.

Coordinate all payroll processes

- Ensure the timely and accurate processing of all pay runs, including multiple fortnightly and monthly pay groups.
- Ensure staff are paid in accordance with the relevant Enterprise Agreement, Award or Employment Contract.
- Proactively support managers in rostering and timesheet approval processes.
- Calculate and process complex terminations and backpays.
- Manage complex payroll expense allocation processes between programs.
- Oversee expense reimbursement processes.
- Be responsible for a range of complex general journals on a fortnightly, monthly, annual and ad-hoc basis.
- Oversee employee leave, including maintenance of leave records and compliance with leave policies and procedures.
- Coordinate compliance, reporting and payment of employer liabilities including superannuation, fringe benefits, PAYG withholding and workcover.

Coordinate contractor payments

- In collaboration with the Finance Support Officer, ensure Recipient Created Tax Invoices are created, processed and approved in accordance with Contractor Agreements.
- Maintain contractor worksheets.
- Respond to payment related enquiries from contractors.

Be an expert administrator of the Payroll and HRIS systems

- Lead the organisations development of and transition to a new payroll system (KeyPay via ELMO).
- Facilitate payroll system training for Managers and Employees.
- Maintain the integrity of the payroll and HRIS systems by ensuring accurate and timely data entry, and regular internal audits of same.

Other payroll related responsibilities

- Undertake internal and external reporting, on both a regular and as-required basis.
- Support managers and the FTL with payroll related budget preparation and ongoing monitoring against budgets.

- Utilise an expert understanding of Enterprise Agreements, Awards and Employment Contracts to provide general advice to staff and managers.
- Continually strive for process improvements in the payroll function.
- Conduct regular internal audits of payroll data and processes.
- In collaboration with the HRAO, proactively monitor legislative and regulatory changes and raise awareness with the Finance Team Leader where required.

General

- Demonstrates commitment to the principles of operation contained in the Summit Health Quality Manual.
- Advocate our vision to all stakeholders.
- Operate within the delegated boundaries of the position.
- Attend and actively contribute (where applicable) at staff/unit meetings.
- Identify opportunities and participates in own professional development.

Work, Health Safety (WHS)

- The employee has a responsibility, under the WHS Act (SA 2012), to ensure their own health and safety at work along with their fellow employees.
- The employee has a responsibility to abide by the organisation's WHS policies and relevant direction as set out in the Quality Manual.

PERSON SPECIFICATION

Education

- Diploma of Payroll Services (highly desirable); or
- Certificate IV in Payroll Administration.

Experience

- Minimum 2 years' experience in a similar role in a complex environment.
- Proven experience working with a range of Enterprise Agreements and Awards.
- Demonstrable experience using KeyPay (highly desirable) and Xero (desirable).
- Experience undertaking complex reconciliations and analysis.
- Familiarity with salary packaging and fringe benefits for not-for-profit organisations.

Skills and Abilities

- Understanding of double entry bookkeeping principles and manual journal entry.
- Excellent written, verbal and consultative communication skills.
- Proven ability to participate in a multidisciplinary team environment, prioritise workloads, set goals, achieve outcomes, work to targets and manage multiple deadlines.
- Exceptional attention to detail.
- Lateral thinker with the ability to solve problems as they arise.
- Advanced Microsoft Excel skills.

SUMMIT HEALTH

Summit Health Cultural Framework

Appendix A

TO DO NO HARM – TO CONTINUOUSLY IMPROVE

	EXPECTATIONS							
	Be Customer Centric	**Be Accountable**	**Be an Engaging Communicator**	**Problem Solve**	**Be Collaborative**	**Be Adaptable and Resilient**	**Inspire Leadership**	**Strategic Innovation**
INDICATORS	• Wanting to deliver value • Striving to ensure customer satisfaction • Deliver on your 'promise' • Anticipate customer needs • Build relationships at every opportunity • CONTINUOUSLY IMPROVE	• Offer and embrace innovative solutions • Take ownership - its ok to make mistakes if we learn from them • Celebrate the achievements! • Be open and transparent • Communicate all progress to your manager and peers • Encourage a solutions-oriented culture • DO NO HARM	• Ask questions and listen to understand • Use positive language • Acknowledge other viewpoints • Understand the views of others before acting • Be clear and concise with your intent, ideas and feelings • Shape the opinions of others by applying these traits	• Analyse the problem not just from your perspective • Consider the options • If you've thought it through, back yourself to make the decision • Make the decision consistent with our values and Strategic Plan • Be creative - think outside the square • Proactively address potential problems • Anticipate • Become the expert in your domain	• Be a team player • Embrace diversity • Acknowledge other viewpoints • Be consultative • Seek consensus where possible • Encourage 'we' language • Be a custodian of team culture • Identify gaps in team culture • Appreciate our great culture, colleagues and opportunities to work and grow	• Accept change and embrace challenges • Be calm under pressure • Take annual leave - recharge batteries • See feedback as an opportunity to grow yourself • Take up prof. development opportunities • Be persistent • Recover quickly from setbacks • Demonstrate emotional agility • Enjoy your work	• Foster and support teamwork - eliminate silos • Lead by example • Develop engaged people and teams • Navigate issues calmly • Cultivate trust • Create an environment for people to thrive in • Inspire discretionary effort • Read the emotional context of a situation • Acknowledge effort not just outcomes	• Innovate in line with the big picture • Be agile in adapting to changes • Always consider other options • Factor in our future goals

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