



# ROLE DESCRIPTION

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## 1.0 POSITION TITLE: School Officer - Payroll

1.1. Classification – Level 5

1.2. Hours – 0.8 Full time equivalent

## 2.0 PURPOSE / SCOPE OF POSITION – KEY RESULT AREAS

The School Officer - Payroll is responsible for ensuring that the College payroll is processed in an efficient, accurate and timely manner. The School Officer - Payroll works as part of a collaborative team.

### 2.1 Collaborative Practices & Partnerships

The role holder works collaboratively and in partnership with others, including internal and external stakeholders, in the execution and completion of duties and responsibilities.

### 2.2 Effectiveness & Efficiency

The role holder completes assigned tasks and duties effectively and efficiently in an appropriate and timely manner.

### 2.3 Commitment & Confidentiality

The role holder demonstrates commitment to the philosophy, ethos and aims of the College, giving due recognition to aspects of confidentiality relevant to the role and duties undertaken.

### 2.4 Spiritual Life of the College

The role holder participates in College liturgies and is a witness to the Catholic values of the College.

## 3.0 STATEMENT OF RESPONSIBILITY

The position of School Officer - Payroll directly supports and assists the Business Manager. The position involves collaborative working relationship with other Finance Office staff and Human Resources Manager, as well as liaison with other staff, both teaching and non-teaching, of the College. Tasks are performed independently with minimal general supervision.

The School Officer - Payroll will provide advice to the Principal and College Leadership Team on payroll matters.

This Duty Statement will be reviewed annually, as part of the professional development plan, in collaboration and partnership with the Business Manager. The statement makes clear the day-to-day expectations of the position, taking into consideration the needs of the College.

## 4.0 SPECIFIC DUTIES

The position requires the role holder to undertake and complete the following activities and duties, but is not limited to them, and other duties may be allocated from time to time as required:

### 4.1 Payroll

- End to end preparation and processing of the College payroll for teaching and non-teaching staff and coaches on a fortnightly basis.
- Single touch payroll reporting.
- Ensuring all employees are paid accurately in accordance with the contracts, Enterprise Agreement and relevant legislation.
- Calculating annual leave and long service leave accruals and entitlements.
- Processing, monitoring and reconciling paid maternity leave and government paid parental leave.
- Calculating termination payments.
- Monitoring and processing of step increases.
- Processing increases and calculation of back pays, as required.
- Ensuring all changes relating to pays, that are properly authorised, are processed in a timely manner.
- Ensuring PAYG tax and expense salary packaging are paid by the due date each fortnight.
- Managing, investigating and responding to payroll queries in a timely manner and providing guidance on the legislation, income taxes, employee benefits and other related entitlements.
- Interpretation and application of awards, Enterprise Agreement and employment contracts.
- Liaison with Superannuation funds and members, as required.
- Ongoing maintenance of payroll system and records. Archiving of old records.

#### 4.1.1 End of Month

- Reconciling general ledger payroll accounts with the payroll ledger.
- Collaborating with the Accountant to ensure the associated clearing accounts are reconciled.
- Preparing and remitting monthly superannuation payments and salary deductions by the due date.

#### 4.2.2 End of Financial Year

- Preparing and reconciling of Employer Payment Summary report.
- Reconciling Single Touch Payroll to BAS for Year End reporting.
- Preparing and lodgement of Employee Payment Statements in accordance with the Australian Taxation Office guidelines.

### 4.2 Other Duties

- Assisting the Business Manager with staff budget preparation and monitoring the actual to budget staff salaries.
- Assisting the Business Manager with review of processes and controls in relation to payroll and if required, implementation of new payroll system.
- Assisting Human Resources Manager with various administrative tasks, if required, ie interview bookings, preparation of letters, contracts, employment packs.
- Other duties as requested by the Business Manager or Accountant, from time to time
- Reception relief duties, as required



- Support other Finance Office staff during their absences.

## **5.0 ESSENTIAL QUALIFICATIONS AND EXPERIENCE:**

- Relevant tertiary qualifications, or a combination of qualifications and relevant experience.
- Proven experience in end to end payroll processing (preferably in education industry).
- Sound understanding of payroll systems and processes and related tax issues.
- Proven experience in reconciliations
- Be able to liaise professionally and confidently with staff and various external stakeholders.
- Possess a demonstrated high regard for confidentiality, loyalty, the ability to work harmoniously with others and an appreciation of the need for confidentiality and discretion.
- Have demonstrated organisational and time management skills together with resourcefulness and initiative to manage multiple priorities.
- Possess advanced computer skills in Microsoft Excel and payroll software.
- Have excellent attention to accuracy and fine detail.
- Possess outstanding written and interpersonal communication skills.
- The ability and commitment to:
  - work in a team environment
  - enhance existing knowledge and skills
  - readily embrace and implement new technology where appropriate
  - work under pressure and manage deadlines.

## **6.0 AUTHORITY LIMITS**

The position carries no inherent delegated authority regarding expenditure of funds or supervision of other role holders within the College. Expenditure of funds must be in accordance with approved budgets and appropriately authorised as per College's Delegation Policy.

## **7.0 REPORTING AND OTHER RELATIONSHIPS**

The Payroll Officer reports to the Business Manager and ultimately the Principal of the College.

Other significant relationships exist with the Human Resources Manager.

## **8.0 SPECIAL REQUIREMENTS**

Possess a paid Blue Card or have the ability to obtain a Blue Card prior to commencement of the employment, in accordance with the requirements of the Commission for Children and Young People and Child Guardian Act 2000.

At all times, the Payroll Officer must act in accord with Villanova College Student Protection Policy. It is necessary that the role holder exercise judicious and prudent judgment in interactions with students.