



# POSITION DESCRIPTION

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<b>Position:</b>	Payroll Officer
<b>Classification:</b>	School Officer – Level 5
<b>Employment Type:</b>	0.8 Full time equivalent (30.4 hrs per week)
<b>Reports to:</b>	Finance Manager

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## Position Purpose

The Payroll Officer is responsible for ensuring that the College payroll is processed in an efficient, accurate and timely manner. This role is crucial in maintaining the financial integrity of the payroll function. The Payroll Officer works as part of a collaborative team.

## Reporting Relationships

The position of Payroll Officer directly reports to the Finance Manager. The position involves collaborative working relationship with other Finance Office staff, Business Manager and Director of Human Resources, as well as liaison with other staff, both teaching and non-teaching, of the College.

## Responsibilities

Role Responsibilities include:

### Payroll

- End to end preparation and processing of the College payroll for teaching and non-teaching staff
- 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
- Single touch payroll reporting
- Ensuring PAYG tax and expense salary packaging are paid by the due date each fortnight
- Managing, investigating and responding to employee inquiries about pay, deductions, leave balances and other payroll-related matters 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

#### **Payroll - End of Month**

- Generating and preparing reports for management
- Reconciling general ledger payroll accounts with the payroll ledger
- Collaborating with the Finance Manager to ensure the associated clearing accounts are reconciled
- Preparing and remitting monthly superannuation payments and salary deductions by the due date

#### **Payroll - End of Financial Year**

- Ensure the information in Single Touch Payroll (STP) is accurate by reconciling to the payroll ledger and records
- Complete Single Touch Payroll finalisation and submit declaration by the due date
- Reconciling Single Touch Payroll to BAS for Year End reporting

#### **Other Duties**

- Assist the Business Manager with staff budget preparation and other reporting
- Monitoring the actual to budget staff salaries and Full Time Equivalents
- Assist the Finance Manager with review of processes and controls in relation to payroll and if required, implementation of new payroll system
- Cover some duties of other Finance Office staff during their absences, as directed
- Other duties as requested by the Business Manager or Finance Manager, from time to time
- Reception relief duties, as required

#### **Role Requirements/Key Criteria**

Within the context of the role, the ideal candidate will be someone who demonstrates the following key capabilities:

1. Relevant tertiary qualifications, combined with a minimum of 3 years' experience in a similar role
2. Proven experience in end-to-end payroll processing
3. Sound understanding of payroll systems and processes and related tax issues
4. Exceptional attention to detail and accuracy in all aspects of payroll processing and reporting, the ability to meet deadlines and work flexibly to respond to urgent requests.
5. Have demonstrated organisational and time management skills together with resourcefulness and initiative to manage multiple priorities.
6. Strong written and verbal communication skills, with the ability to liaise confidently with internal and external stakeholders and manage sensitive payroll and financial information with the highest level of confidentiality and integrity.
7. Advanced skills in Microsoft Excel and familiarity with the use of financial software. Knowledge of TASS would be advantageous but not essential.



### Additional Essential Requirements

- A current and valid Queensland Working with Children Check clearance (Blue Card) issued by Blue Card Services.
- A strong commitment to the philosophy, ethos, and values of Villanova College, including active participation in the College's spiritual life.
- The Payroll Officer has no inherent authority regarding the expenditure of funds. Expenditure must align with the approved budget and be authorised according to the College's Delegation Policy.

### Additional Information

Villanova College is committed to providing an inclusive and child safe environment that is free from Workplace Harassment, Sexual Harassment and Bullying. Our robust human resources, recruitment and vetting practices are adhered to during the application and interviewing process. Certain roles require that we carry out working with children, police records and reference checks to ensure that we are recruiting the right people.

At all times, all employees must act in accordance with Villanova College Student Protection Policy and other Villanova Policies and Procedures. It is necessary that the role holder exercise judicious and prudent judgment in interactions with students.

Terms and Conditions of employment are as per the [Catholic Employing Authorities Single Enterprise Collective Agreement Religious Institute Schools of Queensland 2023-2026](#).

Please note: This job description is a guide to the nature of the work required of the prospective employee and does not form part of the contract of employment. It is neither wholly comprehensive nor restrictive and therefore does not preclude change or development that may inevitably be required in the future. Villanova College will always engage in consultation to ensure that any role changes are aligned with both employee and College goals.