



POSITION DESCRIPTION

Position Title	Payroll Officer
Position Code	1164
Business Unit	Finance
Work Group	Finance
Position Classification	Band 5
Effective Date	February 2022

Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. In this context we have a vision to build the best sports, aquatics and events precinct in regional Victoria – bringing significant social, recreational, health and economic benefits to our community. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues. □
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

1. Position Objectives

1.1 To provide an efficient, accurate and timely end to end payroll service for all employees, and to provide payroll related advice and support to managers, coordinators and supervisors.

2. Working Relationships

Reports to	People and Culture Coordinator
Supervisors	NA

3. Key Responsibilities

3.1 Ensure the timely completion of all end to end pay run and associated processes, in accordance with legislative, organisational and auditing requirements. This includes administering superannuation, employment termination payments, year-end reporting, and tax returns.

3.2 Respond to staff queries and maintain an accurate records, including leave entitlements for all employees and any manual calculations as appropriate to support quality service delivery.

3.3 Complete payroll submissions, statistical returns and questionnaires from various government departments or other bodies relating to payroll details, ensuring all required timeframes are met.

3.4 Identify and resolve day to day payroll issues, escalating any significant risks and issues in a timely manner.

3.5 Effect correct WorkCover and Accident Pay entitlements to employees as required and provide necessary information to appropriate personnel as required.

3.6 Ensure calculation and remittance of all superannuation contributions to Vision Super or the employee's nominated private fund in compliance with Superannuation Guarantee (SG) legislation, the Local Authorities Super Trust Deed and the Award / Enterprise

4. Core Physical Requirements

4.1 Capacity to, on occasion, lift items unspecified in weight within individual limits.

4.2 Capacity to undertake office based activities including sitting at a desk and using a computer for extended periods.

5. Accountability and Extent of Authority

5.1 Responsible, in conjunction with the People and Culture Coordinator, for all matters necessary for the efficient, effective and accurate provision and administration of Council's payroll service, including relevant superannuation, taxation, leave and costing records.

5.2 Authority to supervise resources and to provide information and advice to all staff and external contacts and to give support to managers, coordinators and supervisors.

6. Judgement and Decision Making

6.1 Work objectives are well defined but methods, technology, processes or resources may be selected from a range of alternatives.

6.2 The role may require solving complex or unique problems using procedures, guidelines and professional or technical knowledge or creativity and originality gained from relevant experience.

6.3 Guidance and advice is usually available within the necessary time frames.

7. Knowledge and Skills

7.1 Specialist Skills and Knowledge

7.1.1 Ability to understand computerised systems, technology, procedures and processes, including payroll, costing and accounting processes.

7.1.2 An understanding of the function of the position within the organisational context, the role and function of more senior employees and the goals of the organisation and the People and Governance Unit in order to provide appropriate support.

7.1.3 Ability to interpret and apply relevant Awards, Enterprise Agreements, legislation and regulations and to understand the underlying principles involved along with industrial relations practices.

7.1.4 Advanced numerical skills and the ability to undertake complex manual mathematical calculations and accurately review and reconcile payroll details.

7.1.5 Keyboard, spreadsheet, database and word processing skills and the ability to operate general office equipment.

7.2 Management Skills

7.2.1 Effective time management skills to prioritise, plan and organise own workloads and those of others assisting in payroll production to meet deadlines and achieve set objectives.

7.2.2 An ability to supervise staff assisting with payroll production and to understand and

implement industrial relations and OH&S practices.

7.2.3 Interpersonal skills

7.2.4 Ability to obtain cooperation and assistance from staff at all levels to achieve the set objectives of the position.

7.2.5 High level of communication skills, both verbal and written, to provide clear and concise information, advice and reports to relevant staff at all levels and to external bodies.

7.3 Interpersonal Skills

7.3.1 Ability to obtain cooperation and assistance from staff at all levels to achieve the set objectives of the position.

7.3.2 High level of communication skills, both verbal and written, to provide clear and concise information, advice and reports to relevant staff at all levels and to external bodies.

8. Qualifications and Experience

8.1 Practical experience in payroll, costing and accounting processes, ideally using computerised systems.

8.2 Tertiary degree and /or relevant experience within a Hr or Finance Department.

9. Key Selection Criteria

9.1 A formal qualification in a relevant field and/or experience conducting payroll functions across a large and complex organisation.

9.2 The ability to appropriately interpret and implement Industrial Awards, Agreements, legislation, regulations, policies and procedures, etc.

9.3 Demonstrated experience with computerised payroll systems and/or computerised financial systems.

9.5 Strong attention to details with advanced numerical skills and the ability to undertake complex calculations.

9.6 Commitment to the provision of high-quality service delivery.

Authorised by: Director –

Date:

Employee's Signature:

Date:
