

POSITION DESCRIPTION

POSITION TITLE:	PAYROLL OFFICER
REPORTS TO:	HR ADVISOR – REMUNERATION & BENEFITS
LEVEL:	SACS 4
REVIEWED BY:	EXECUTIVE MANAGER PEOPLE AND ORGANISATIONAL DEVELOPMENT
REVIEW DATE:	OCTOBER 2009

Purpose and Vision:

Our purpose is to enhance the lives of people with a spinal cord injury.

Our vision is that people with a spinal cord injury are able to live in an equitable, inclusive, integrated community, independently able to access every aspect of and contribute to the fabric of their region.

Purpose of the Role ...

This position is responsible for the Personal Care Assistant Payroll function of the Association. This role will maintain the constant flow of the fortnightly payroll cycle and to provide best practice payroll administration & support services to staff and clients.

Success Factors for this Role...

<ul style="list-style-type: none"> • Delivery of accurate and timely processing of the Association's Payroll (Personal Care Assistants).
<ul style="list-style-type: none"> • Accurate reporting to Personal Support Plus regarding client hours and invoicing.

Key Performance Indicators for the Role....

<ul style="list-style-type: none"> • Internal feedback 90% positive from staff regarding pay accuracy and timeliness.
<ul style="list-style-type: none"> • Positive feedback relating to communication and servicing of internal clients.

You will bring to the role ...

Must have (skills, knowledge, behavior & experience)	Great to have
<ul style="list-style-type: none"> • Previous experience in the management and administration of payroll service. • Experience in use of payroll packages. • Strong communication, attention to detail, workforce planning and customer service skills. • A commitment to continual human resource process improvement leading to greater efficiencies for a business. 	<ul style="list-style-type: none"> • Previous experience in management of payroll service with a high casual workforce. • Experience in Salary Packaging and Fringe Benefits administration in the Not-for-Profit sector. • Previous experience working in a quality framework. • Experience in use of accounting and database packages.

What you will do in the Role ...

<p>Payroll Administration – PCA’s</p> <ul style="list-style-type: none"> • Preparation of associated payroll information – processing and data entry of time sheets, calculation of pays, reconciliation of pays, transferring of monies & pay reporting (pay slips). • Monitor and calculate PCA salary increments, terminations, salary adjustments in line with the strategic direction of the Association. • Oversee and ensure the administration and tasks relating to the timely delivery of payroll function are effective and quality focused. • Ensure a client focus in servicing the Association.
<p>Payroll Administration – Office Staff</p> <ul style="list-style-type: none"> • Providing backup to the HR Advisor – Remuneration & Benefits in processing office pays.
<p>Service Delivery</p> <ul style="list-style-type: none"> • Supervision and support of Payroll Support staff in processing of PCA fortnightly pays. • Answering queries regarding pays, pay slips and reports including liaising with external organisations in regards to PCA’s employment salaries and/or conditions.
<p>Workplace Health & Safety</p> <ul style="list-style-type: none"> • Stopping any unsafe work practice(s) that will put yourself or others at risk. • Reporting hazards and/or incidents in accordance with Spinal Injuries Policies and Procedures.
<p>Quality Management System</p> <ul style="list-style-type: none"> • Following and adhering to all Spinal Injuries Association Policy and Procedures. • Participating and contributing to the compliance of the organisation in accordance to ISO 9001:2000 and the DS Quality Standards.
<p>Other Responsibilities</p> <ul style="list-style-type: none"> • As directed by Management.

This role can approve and make decisions on...

<ul style="list-style-type: none"> • Raise QIR’s for any non-compliance detected in accordance with the Spinal Injuries Association Continuous Improvement Procedure. • Stop any unsafe work practice(s) that will put yourself or others at risk.
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Agreed by Employee	Date
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Key Selection Criteria	
Weighting	
5	Demonstrated sound experience in payroll and associated payroll systems (e.g Technology One) including the application of taxation and Industrial legislation in interpretation of Awards.
4	Proven ability to work accurately with a high volume of numerical data
4	Demonstrated ability to meet tight deadlines, while displaying flexibility and initiative, in a team environment or on an independent basis
3	Well developed verbal and written communication skills with an ability to liaise with a wide variety of people while maintaining confidentiality
3	Experience in development and implementation of payroll processes.

KEY SELECTION CRITERIA WEIGHTING SCALE

Scale	Definition
5	Extremely important competency. Applicant must be able to demonstrate in-depth experience, skills/behaviours or knowledge to meet this criterion.
4	Very important competency. Applicant must be able to demonstrate specific experience, skills/behaviours or knowledge to meet this criterion.
3	Important competency. Applicant must be able to demonstrate general experience, skills/behaviours or knowledge to meet this criterion.
2	Desired competency Applicant must be able to demonstrate some experience, skills/behaviours or knowledge to meet this criterion.
1	Acquiring competency. Applicant must show willingness to acquire general experience, skills/behaviours or knowledge to meet this criterion.