



ROLE DESCRIPTION

PAYROLL MANAGER

ROLE PURPOSE

The Payroll Manager works as a member of the Business Operations and Staff Services Team which is inspired at all times by the highest ideals of teamwork, collegiality, integrity and professionalism. The function of the Business Operations and Staff Services Team is to deliver a broad range of services to support the School's educational mission. Within that context, this role focuses primarily on providing Payroll support and service for approximately 800 employees.

In addition, the payroll Manager supports the payroll officer in the day to day processes of the Business Office and its broader reporting and management accounting responsibilities and the Staff Services Office which supports the staff across the three campuses of Knox Grammar School.

ROLE RELATIONSHIPS

The Payroll Manager is directly responsible to both the School Financial Controller and the Director of Staff Services. As with all School employees, the Payroll Manager is ultimately responsible to the Headmaster.

The position will engage with Knox Grammar School staff, with an inclusive, courteous and service-orientated disposition. This position will deal with matters of a sensitive and confidential nature diplomatically and discreetly.

STRATEGIC ROLE RESPONSIBILITIES

Key Support Services to be provided:

- Lead and manage the payroll team by providing effective leadership, supervision and planning that delivers to stakeholder a high standard of expertise and client service.
 - Plan, manage and co-ordinate the development and delivery of payroll and associated services, integrated with the end to end people management processes within the
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Business & Staff Services teams to ensure effective and timely processing of all payroll transactions.

- Identify, manage and mitigate risks associated with payroll services and work across areas of Business / Staff Service Teams, and to respond to regular audits undertaken within the Business and Staff Services functional areas.
- Cultivate within the Staff Services/Payroll Processes Team a broad understanding of:
 - Staff Services and initiatives;
 - Service standards;
 - End to end people management processes.
 - Organisational objectives and strategies; and
 - External challenges to the operations of the School.
- Establish and maintain standard operating procedures to support work and deliverables of the Business / Staff Services Teams and promote a positive user experience through continuous improvement.
- Research and recommend workforce system functionality to deliver business process improvements identified across Business / Staff Services Teams.
- Develop, implement and review operational policy and workflow processes within the Business / Staff Services Teams to enable effective collaboration and operation of the team.
- Maintain oversight and actively prioritise service requests. Act as an escalation point to support the timely resolution of service requests and communicate with clients to manage expectations.
- Co-ordinate reconciliation of all deductions made from payments to staff as well as update and maintain related data and reports.
- Proactively maintain currency of knowledge regarding relevant employment and taxation legislation and manage end of pay, end of month, end of financial year processes to ensure all regulatory and reporting requirements are met.
- Co-ordinate the process to produce and review remuneration statistical reports for workers compensation, Australian Bureau of Statistics surveys and other purposes.

Education and Experience

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- A relevant degree, preferably postgraduate level, and extensive experience or a combination of education, training and / or experience.
 - Managerial / supervisory experience in a high transaction volume environment.
 - An in-depth knowledge, understanding and application of accounting principles and practices as they relate to;
 - Payroll calculation and processing
 - Knowledge, understanding and application of legislation and compliance requirements.
 - Proficiency in relevant payroll and accounting software.

Key Competencies

- A commitment to deliver stakeholder centric service, keeping stakeholder interests at the core of business decisions, to achieve and maintain service excellence.
 - The ability to develop and maintain strong relationships with colleagues and stakeholders / clients to facilitate effective collaboration to design services that meet organisational needs.
 - The ability to coach, train and develop staff, set clear expectations for performance and encourage others to share skills and knowledge building a culture of learning and improvement.
 - A commitment to the maintenance of professional standards in regard;
 - Administration requirements, e.g.
 - Problem analysis and problem solving.
 - Communication.
 - Adherence to deadlines (e.g. processing and transfer of entitlements).
 - Attention to detail and accuracy, planning and scheduling of work requirements.
 - Compliance requirements, e.g.
 - Employment instruments, e.g. Awards, legislation and school policies.
 - Government institutions, e.g. ATO, WGEA etc.
 - Government legislation requirements, e.g. Superannuation, Annual Holidays Act, Service Leave Act.
 - The ability to document key payroll processes, analyse and interpret changes to employment instruments and communicate these changes effectively to stakeholders.
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- An ability to work collaboratively internally and externally to build and maintain strong relationships with colleagues and clients at all levels, liaise with external organisations as necessary (e.g. AIS NSW, TAPS, ATO, etc.).
 - Provide payroll information to management for budgets and special projects.

ROLE ACCOUNTABILITY

Demonstration of the following Skills/Abilities Required:

- Experience in a similar role in a similar organisation.
- Ability to take initiative and to continue to develop the role within the Business Office and Staff Services.
- Proficient in Microsoft Office Suite, with advanced level Excel skills.
- Team player with positive and professional disposition; excellent communication skills.
- Knowledge of general office and administrative procedures.
- Capacity to meet the demands of a busy office which, from time to time, will require flexibility of working hours in order to meet critical deadlines.

Key Performance Indicators:

- To manage staff professionally to ensure that operational requirements are delivered in a timely manner.
- High levels of satisfaction from clients of the Business Office and Staff Services.
- Contribute to the effective and harmonious operation of the broader Business Operations and Staff Services Team.

WORKPLACE HEALTH AND SAFETY (WH&S)

The incumbent will actively support and contribute to the maintenance and development of a safe working environment by:

- Reporting incidents or accidents to the appropriate staff as soon as possible.
- Reporting any near miss incidents to the appropriate staff as soon as possible.
- Working within the WHS management systems that have been adopted by the School.

LENGTH OF TENURE

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The Payroll Manager is appointed on a permanent, full-time ongoing basis, following the successful completion of a six month probationary period. As with all school staff, the role will undergo regular formal and informal processes of appraisal.

TERMS AND CONDITIONS:

The Payroll Manager is required to work 48 weeks per year with four weeks annual leave. Annual leave will be taken at agreed mutually convenient periods throughout the year. The ordinary average hours of work (exclusive of meal breaks) shall be 38 hours per week, although there may be times when hours will fluctuate due to cyclical demands and specific operational requirements.

REMUNERATION

The remuneration will be commensurate with the qualifications and experience of the candidate and the responsibilities of the role.

Please note:

All staff are subject to mandatory screening procedures in line with Child Protection Legislation