



## ROLE DESCRIPTION

### PAYROLL OFFICER

#### ROLE PURPOSE

The Payroll Officer 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 and 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 Officer is directly responsible to both the Payroll Manager. As with all School employees, the Payroll Officer 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.

#### ROLE RESPONSIBILITIES

##### Key Support Services to be provided:

##### Management of Payroll function

- Set deadlines for processing, checking and transferring wages.
- Ensure compliance with Awards, legislation and School policies, including
- Multiple Industrial Awards.
- ATO.
- Superannuation.
- Annual Holidays Act, Long Service Leave Act.

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- Keep up to date with changes to Awards (through memberships, newsletters, etc.).
  - Analyse and interpret Awards and legislation.
  - Liaise with external organisations as necessary (e.g. AIS NSW, TAPS, ATO, etc.).
  - Provide payroll information to management for budgets and special projects.
  - Answer pay inquiries.
  - Document key payroll processes, including screen dumps.

### **Preparation for Payroll**

- Check and process casual time sheets.
- Check employment contracts for compliance with Award rates and calculate dates for Step increases.
- Calculate Support Staff leave loading as at annual payment date / anniversary date.
- Calculate leave loading for all teachers by exporting information needed to Excel (paid annually).
- Data entry of all sick leave, annual leave, long service leave before each payroll.
- Update any changes in percentage / conditions of employment.
- Update any changes to payment options - e.g. update new bank accounts, amounts paid to each bank account etc.
- Manually calculate teacher's termination pay for LSL and Pro rata leave.
- Manual calculation of Maternity Leave payment.
- Upgrade Letters, prepare and process.

### **Payroll – MEA and ESGA**

- Process Fortnightly pays for approximately 800 employees (split into casuals / permanent staff on alternative fortnights – MEA and ESGA)
- Ensure pays are checked in a timely fashion.
- Produce pay variance explanation summary.
- Reconcile of employee entitlements and deductions, facilitating the transfer of benefits to appropriate recipients (individuals and other – e.g. IEU, ATO, Superannuation Child Support and Tax through Westpac corporate online).

### **Record Maintenance**

- Complete Tax File Number Declaration Forms and send to ATO.
  - Maintain Personal Files for all permanent employees.
  - File all corresponding documentation after each payroll.
  - Complete Tax Invoices for AIS and NESA.
  - Supply Statements of Service and Statements of Earnings on request.
  - Bureau of Statistics - Quarterly Earnings.
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## **Payroll software maintenance**

- Test new systems and liaise with software manufacturers re implementation.
- Ensure system upgrades are loaded in a timely manner, IT function with TASS.
- Introduce new codes to payroll system when necessary.
- Implement payroll changes such as award increases, PAYG upgrades etc.
- Log system problems with software provider.
- Be proactive in implementing processes to improve efficiency in payroll functions.

## **Annual Tasks**

- PAYG preparation & reconciliation for production of Payment Summaries.
- Reconcile and prepare report to ATO.
- Review and update for upgrades and new programs.
- Liaise with external Auditors as necessary (provide information, answer queries, etc..)
- Assist in preparing Workers Compensation annual wage return.

## **ROLE ACCOUNTABILITY**

### **Demonstration of the following Skills/Abilities Required:**

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

### **Key Performance Indicators:**

- Deal professionally and in a timely manner with any queries relating to area of responsibility.
- 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.

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## **LENGTH OF TENURE**

The Payroll Officer is appointed on an ongoing basis. As with all school staff, the role will undergo regular processes of appraisal.

## **TERMS AND CONDITIONS:**

The Payroll Officer is required to work 48 weeks per year with four weeks annual leave. Annual leave will be taken agreed mutually convenient periods throughout the year. The ordinary average hours of work (exclusive of meal breaks) shall be 38 hours per week, either 8.00am to 4.00pm or 8.30am to 4.30pm by arrangement, with a 30 lunch break, although there may be times when hours will fluctuate due to cyclical demands and specific operational requirements.

***Please note:***

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