

POSITION DESCRIPTION

Position details

Position Title:	Payroll Officer
Program Area:	Business Operations
Classification Level:	Level 4
Position Status:	Ongoing
EFT:	0.53 (20hrs per week)
Version:	1.0
Date of Preparation: <i>(this version)</i>	06/2022

Signatories and endorsements

Manager Title:	General Manager Business Operations
Manager Signature:	
Incumbent Name:	
Incumbent Signature:	

The Centre encourages all people of diverse backgrounds to apply to join its team including but not limited to Aboriginal and Torres Strait Islander (ATSI), Culturally and Linguistically Diverse (CALD), Sex, sexuality and gender diverse (LGBTQIA+) community and those living with a disability.

Position summary

The Payroll Officer is responsible for administering The Centre's payroll operations and processing of The Centre's payroll documentation. This includes processing of Centre payroll and the management of employee records within the payroll and accounting system.

The Payroll Officer deals with general payroll queries from staff and external stakeholders and assists the General Manager in audit preparation and responses to payroll issues.

About The Centre

Our Vision

Vibrant communities that value learning

Our Purpose

The Centre works with local communities to empower individuals to unlock their potential through participation, connections, pathways and learning.

Our values and behaviours

These values and behaviours guide us in how we do things at The Centre. Their purpose is to guide the Board, management, staff and our learners and clients as they interact with us and our communities.

Respect

We respect the right of all people to access opportunities to learn, grow and achieve the goals that are appropriate for them as an individual within their own circumstances.

Integrity

We value excellence and accountability in everything we do. We are committed to always being honest and trustworthy.

Empathy

We provide a safe environment that embraces diversity and equality. We value every person's potential and their right to take action to improve their lives.

Collaboration

We work in partnership with stakeholders, using their knowledge and skills and our own to create programs and services that add value to the lives of our people and communities.

For additional information relating to joining us and working at The Centre, please refer to Our Culture on our website.

Organisational environment

The Centre for Continuing Education Inc is a Registered Training Organisation (RTO) providing vocational education and training, and other learning and education programs in communities throughout the Victorian Hume region, including both large and smaller regional locations. The Centre, a community-owned not-for-profit adult and community education college, was established over 55 years ago. It operates a unique blend of community building programs, learner engagement support and education programs for people with low educational attainment and multiple challenges through to people seeking entry into the workforce. The Centre also offers a range of community programs to build the capacity of and achieve beneficial outcomes for our communities throughout the Hume region. These are provided through Sport North East Regional Sports Assembly, and the Community Development teams. This provides us with significant opportunities to support and work with people in the community to overcome barriers and challenges to enable them to fully participate socially and economically in our communities.

The Centre operates out of campuses in Wangaratta, Benalla, Shepparton and Seymour, and through local partnerships throughout the Hume Region.

The Centre's departments are:

1. Vocational Education and Training (VET)
2. Engagement, Support and Employment
3. Sport North East (Regional Sports Assembly) and Community Development.

These program areas are supported by the Business Operations Division, and Quality and Compliance Department. The Business Operations Division supports The Centre with Finance and Payroll, Human Resourcing, I.T. support, and Facilities Management and Marketing. Special Projects report directly to the CEO.

The Centre is a Child Safe organisation, committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

The Centre is committed to building and nurturing a workplace that is free from discrimination, victimisation and allows for equal opportunity, including employment of Aboriginal and Torres Strait Islander people.

Reporting relationships

Reports to:	General Manager Business Operations
Supervises:	Nil

Contacts

Internal relationships	All staff of The Centre
External relationships	External clients and stakeholders of The Centre financial regulatory bodies and statutory compliance bodies

The Centre operates through a collaborative, team-based structure.

Resource delegation

Budgeted purchasing delegation as per The Centre's Delegations Policy.

Key responsibility areas (KRAs)

1. Role Specific

- 1.1 Process documentation relating to staff fortnightly pays
 - 1.1.1 Perform payroll process each fortnight, including bank transfer
 - 1.1.2 Process leave applications and monitor leave entitlements and balances
 - 1.1.3 Process termination pays
- 1.2 Maintain staff records within the accounting/payroll system including new contracts and variations to contracts for staff, payroll, banking, taxation and superannuation documentation
- 1.3 Compiling summaries of earnings, taxes, deductions, leave and non-taxable wages, and reporting on this to relevant government agencies
- 1.4 Determining payroll liabilities by calculating employee federal and state income, taxes, entitlements, and workers compensation payments
- 1.5 Provide management with payroll reports when requested
- 1.6 Conduct end of month and end of year processes for payroll modules including processing of superannuation and employment taxes
- 1.7 Resolving payroll discrepancies
- 1.8 Keep up to date with all relevant legislation, including taxation and industry awards
- 1.9 Other duties as indicated by General Manager

2. General

As a staff member of The Centre:

- 2.1 Contribute to The Centre's commitment to providing a child safe environment. This includes compliance with and support of The Centre's Child Safe Policy and related procedures, and Child Safe Code of Conduct.
- 2.2 Contribute to the process of continuous improvement, including new initiatives of The Centre.
- 2.3 Comply with the Code of Conduct and all policies and procedures of The Centre.
- 2.4 Comply with OH&S and Equal Employment Opportunity (EEO) requirements of The Centre.
- 2.5 Maintain excellence in customer service, a respectful and inclusive attitude to diversity, and commitment to continuous learning and improvement, to support The Centre's strategic growth and development.

Note: The incumbent can expect to be allocated duties not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Specific performance targets will be negotiated as part of The Centre's regular performance planning and review process.

Accountability and authority

The incumbent will work within The Centre's policies, procedures, quality management processes and compliance requirements.

Additional information

A six-month probationary period applies to this position.

The incumbent may be required to travel as part of completing the required duties of the role.

Skills, knowledge and abilities

Required key selection criteria (these criteria only to be addressed in employment application)

1. Demonstrated comprehensive knowledge of payroll/finance systems and processes.
2. Experience in processing payroll related financial transactions and documentation.
3. Demonstrated experience with using Excel spread sheets and other recording mechanisms to complete finance reports to leadership.
4. Excellent verbal, written and interpersonal skills and demonstrated experience following up on finance enquiries.
5. Demonstrated ability to explain financial reports to internal stakeholders.
6. Experience in maintaining payroll related documentation.

Other required skills and knowledge

1. Strong communication and interpersonal skills that include the ability to provide open and honest feedback in a respectful manner.
2. Demonstrated ability to work autonomously, and as part of a team to develop and achieve team goals and program outcomes.
3. Demonstrated initiative and ability to adapt to change, a positive can-do attitude and willingness to accept responsibility for decisions and actions.
4. Strong time management skills with the ability to multi-task and deliver to required timeframes while maintaining a high attention to detail.
5. Strong computer skills with experience using Microsoft Outlook, Word, Excel and Teams.
6. Ability to exercise discretion and maintain confidentiality within legal constraints around this.

Highly Desirable

- Experience in completion of payroll duties, including using payroll software package/s
- Experience with MYOB Advanced or other ERP systems
- Experience using customer relationship management software

Qualifications and Licences	Essential/Preferable
Qualification in Finance or Accounting at Certificate IV level (Diploma or above highly preferred)	Essential
Experience operating payroll software packages	Essential
Current employee Victorian Working with Children Check Card (WWCC)	Essential

Satisfactory National Police Records Check	Essential
Current Australian Drivers Licence	Essential

Salary and conditions

- The Centre is a registered charity and holds Public Benevolent Institution status. Salary packaging is available.
- Staff participate in developing their Individual Performance Plans each year.
- The Centre is committed to supporting professional development of its staff, which is established through each staff member's Individual Learning and Development Plan.
- Based in Wangaratta