



Position Description

A. POSITION PROFILE

Position:

Payroll & HR Officer

Position Evaluation:

Award: Band 2 Level 2

Salary System Grade: 12

Conditions of Employment:

Local Government (State) Award 2023

Permanent Full Time

11% Superannuation

Additional Benefits:

Nine Day Fortnight Agreement

Position Occupant:

Vacant

Department:

General Manager

Location:

Cootamundra

Gundagai

Direct Supervisor:

Co-ordinator Human Resources

Number of Staff Supervised by this position:

Nil

B. STATEMENT OF FUNCTION

This position will complete payroll processing on a weekly basis, taking into consideration award entitlements & interpretation. Whilst working collaboratively and flexibly within the Human Resources team providing experienced advice and support of a broad range of Human Resources matters and functions.

C. KEY RESPONSIBILITIES

1. Ensure Council employees are paid, in accordance with the terms and conditions of employment and in compliance with the Local Government (State) Award, industrial legislation and tax legislation.
2. Assist in the maintenance of the Human Resources and Payroll Information databases and employee records.
3. Ensure that Council's compliance with statutory and legislative requirements relating to payroll, taxation, superannuation and workers compensation, is monitored and reported.
4. Prepare financial returns and reconciliations for payroll systems, including financial reporting of labour expenses.
5. Provide high quality administration services to the Human Resources and Payroll team with a focus on continuous improvement and quality customer service.
6. Ensure the confidentiality of employee information and records is maintained at all times.

POSITION NUMBER

DATE ADOPTED:
Oct 2021

APPROVED BY:
Interim
General Manager

LAST REVIEWED:
Oct 2022

D. DUTIES

Payroll

1. Preparation and reconciliation of the pay process, ensuring the timely disbursement of wages, salaries, deductions and taxation payments including data input.
2. Assist with the payment and reconciliation of superannuation to nominated funds in accordance with the Superannuation Guarantee Legislation.
3. Ensure the confidentiality and maintenance of employee personnel files.
4. Provide information and support to internal customers in the provision of payroll information, maintaining confidentiality at all times.
5. Investigate opportunities and initiatives to automate and/or streamline Payroll processes.
6. Assist with the production of PAYG summary certificates for the Australian Taxation Office.
7. Liaise with Active Super and maintain current knowledge of Superannuation options and assist staff with general superannuation queries.
8. Assist in the processing of Workers Compensation claims in collaboration with the HR Team, Supervisors, Managers and the Insurer's Claims Manager.
9. Assist Finance when required in providing financial information related to payroll functions.
10. Contribute to the preparation of all HR/Payroll statistical reports and reports required for the Bureau of Statistics (demographic surveys), Remuneration Surveys, Local Government Grants Commission, Superannuation Scheme and Australian Taxation Office are prepared and distributed in accordance with their requirements.
11. Ensure all payroll system reconciliations are completed regularly and balanced to the General Ledger.

Human Resources

12. Provide administrative support to the HR team and management.
13. Contribute to the development of forms and procedures that facilitate an efficient HR and payroll process.
14. Contribute to the development and review of HR policies and procedures.
15. Assist the HR team with the preparation, distribution and recording of documents and correspondence.
16. Undertake HR tasks and projects as directed eg staff recruitment, training, performance reviews, pre-employment medical appointments, staff training arrangements, and any other employee administrative requirements, as directed.

E. ESSENTIAL CRITERIA

1. Tertiary qualification in Human Resources or minimum 2 years workplace-based experience processing payroll, including superannuation and workers compensation.
2. Demonstrated ability to interpret and apply legislation including the NSW Local Government (State) Award, Local Government Act 1993, and the Commonwealth Fair Work Act 2010.
3. Demonstrated verbal communication and interpersonal skills including the ability to interact and negotiate in a professional and sensitive manner with staff at all levels of the organisation and external parties, whilst maintain confidentiality at all times.
4. Demonstrated written communication skills for the preparation of professional, clear, and concise correspondence and reports.
5. Demonstrated financial numeracy and accuracy and the ability to analyse financial information relevant to the position.
6. Efficient and accurate data entry and keyboard skills.
7. Interpersonal skills in influencing people, building effective relationships and ability to achieve positive outcomes including the ability to maintain confidentiality and appropriate professional boundaries.
8. Demonstrated problem solving capabilities including the ability to achieve results in situations where information may be unclear and a variety of outcomes possible.
9. Demonstrated time management skills with the ability to prioritise and organise own workload and work with a minimum of supervision.
10. Unrestricted Driver's Licence Class C (car)

F. DESIRABLE CRITERIA

1. Ability to resolve minor grievances
2. Ability to discern priorities, plan ahead to complete tasks.
3. Working knowledge of roles and responsibilities under the WHS Act 2011.