

Position Description

Title	Payroll Officer
Position Location	Central
Reports To	Payroll Manager
Direct Reports	Nil
Classification	Hay Grade 13

The Childcare and Kindergarten Association Limited (C&K) is a not-for-profit early childhood provider with more than 350 early childhood education and care (ECEC) centres located across Queensland.

Our purpose is to nurture and inspire children to succeed in an ever-changing world. This is at the forefront of everything we do.

C&K's vision is to be Queensland's pre-eminent provider of early education and care.

Our values:

- *we put children first*
- *we respect all people and each other*
- *we work with integrity and strive for excellence in everything we do*

These underpin the way we work with children and families, communities, colleagues and partners.

We reinvest our surplus to benefit children and families disadvantaged in their access to early childhood education. This includes children with additional needs and children and families in rural, remote, Aboriginal and Torres Strait Islander and disadvantaged communities.

Purpose	To process payroll activities for C&K and support the payroll function/team as required.
Key accountabilities	<ul style="list-style-type: none"> • Accurately collect, coordinate and process payroll data • Process fortnightly pay run for kindergarten/childcare employees accurately against agreement guidelines and classifications ensuring pay run timeframes are met • Ensure all payroll information is entered accurately into payroll system and all records are maintained in accordance with statutory requirements • Issue Kiosk user names and passwords and provide on-going Kiosk support to employees/students/volunteers/external contractors • Process new employees and changes to existing employees in the payroll system • Process payroll variations following agreement guidelines and classifications • Process salary sacrifice deductions ensuring compliance with C&K policies • Process employees on C&K's preferred superannuation supplier's online facility to allow payments to the clearing house to be processed accurately • Assist with processing of out of cycle pay runs • Calculate employee entitlements and reconciliations • Respond to queries in a timely and friendly manner, which includes affiliate Payroll enquiries • Backfill Assistant Payroll Officer position in times of absence

	<p><i>Please note that the responsibilities outlined in this position description are not exhaustive, and only an indication of the work of the role. C&K can direct you to carry out duties which it considers are within your level of skill, competence and training.</i></p>
<p>Key selection criteria</p>	<ul style="list-style-type: none"> • Experience of running a payroll for a medium to large organisation. • Experience with the interpretation and application of enterprise agreements, awards and other industrial instruments. • Experience using payroll systems. Experience using iChris or Chris21 is desirable. • Demonstrated intermediate Microsoft Office skills in Word, Outlook and Excel. • Exceptional attention to detail. • Strong numerical, analytical and problem-solving skills. • A high level of organisational and time management skills. • A customer service focussed approach. • Effective communication (verbal and written) and the ability to build productive working relationships.
<p>Additional information</p> <p>The successful applicant will be required to:</p> <p>Hold a positive notice (Blue Card) working with children check.</p> <p>As a condition of employment with C&K, all employees are required to have 1st and 2nd COVID Vaccinations.</p> <p>The information above is not intended to be an all-inclusive list of the responsibilities of the job described. Rather, they are intended only to describe the general nature of the job. C&K is a growing organisation; to support the vision for the business it is expected that the incumbent will evolve the position over time in alignment with the dynamic nature of the business and the region.</p>	