

Position Description

Payroll Officer

October 2024



Baptcare is a purpose driven and faith-based organisation working across Victoria, Tasmania and South Australia, providing residential and community care for older people and support to children, families, and people with disability, financially disadvantaged people and people seeking asylum.

ROLE PURPOSE – Payroll Officer

The primary purpose of the Payroll Officer is to process the Baptcare payroll and other payroll related activities in conjunction with the Payroll Manager, whilst maintaining a strong customer service ethos and high-quality service standards.

Position Specifications

Dimensions			
Division:	Finance	Reports to (title):	Payroll Manager
Industrial Instrument	Common Law	Classification/Grade:	Mercer Grade 2
Primary Location/Region (optional):	Camberwell	Status:	Full Time, Ongoing
Internal Stakeholders:	Finance Team, Residential Aged Care Sites Staff and Site Managers	External Stakeholders:	All staff, government reporting bodies (eg ATO, Services Aust), Accesspay
Managers/Supervisors Only			
Direct Reports:	N/A	Team Salary Budget:	N/A

Position Outline

Key Responsibility Areas
<p>Payroll processing</p> <ul style="list-style-type: none"> Accurate, efficient and timely processing of the Baptcare payroll Assist with end-of-pay processing and pay slip distribution <p>Calculation and processing of termination payments, back pays, overpayments, etc.</p> <ul style="list-style-type: none"> Assist with timely calculation and processing of termination payments, back pays and overpayments <p>Payroll reporting</p> <ul style="list-style-type: none"> Assist with End of Pay and End of Month reporting Produce ad hoc payroll reports as requested by managers <p>Maintain payroll procedures</p> <ul style="list-style-type: none"> Support the maintenance and updating of existing procedures Develop new procedures as required <p>Liaising with staff and management on payroll related queries</p> <ul style="list-style-type: none"> Investigate and respond to employee and management queries within an agreed timeframe

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<p>Reconciliation of General Ledger</p> <ul style="list-style-type: none"> Support the Payroll Manager to reconcile the General Ledger <p>Workplace Health & Safety</p> <ul style="list-style-type: none"> Report WHS hazards, injuries, and incidents (including near misses) Act responsibly to protect your safety and the safety of others Participate in and contribute to WHS improvement activities including inspections, audits, and other view activities Ensure tools, equipment, PPE, and clothing are in a safe condition before use and report/fix any defects as appropriate Actively participate in rehabilitation and return to work activities following any work-related injury Comply with responsibilities under the WHS Management System and any reasonable instructions, including during emergency situations Ensure any incidents you encounter are reported, supporting any investigations, and supporting the implementation of preventative measures <ul style="list-style-type: none">
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Key Performance Indicators
<ul style="list-style-type: none"> Fortnightly payroll paid accurately, in full and on time Staff payroll queries responded to within an agreed timeframe Statutory lodgements completed accurately, in full and on time Positive feedback from key stakeholders High team engagement score

Key Selection Criteria
<ul style="list-style-type: none"> Understanding of Taxation, Superannuation and Workcover legislation Proficiency in English language, both written and spoken Numeracy skills with a keen eye for details Highly developed interpersonal skills with proven ability to form good working relationships with a range of stakeholders Alignment and commitment to Baptcare’s Mission, Vision and Values

Employee Profile

Qualifications & Experience	
Essential:	<ul style="list-style-type: none"> VCE or VCE equivalent or higher Diploma of Administration or similar level of qualification or higher 3 - 5 years’ experience in a payroll officer or similar role
Desirable:	<ul style="list-style-type: none"> Relevant tertiary qualifications for example a Bachelor of Commerce, Bachelor or Diploma of Business Administration Aged Care experience

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	<ul style="list-style-type: none"> • Aurion payroll system and UKG experience • Intermediate to advanced Microsoft Word and Excel skills
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Background Checks, Licences and Accreditations

Essential	<ul style="list-style-type: none"> • Satisfactory National Crime Check, renewed every three (3) years • Driver's Licence and own reliable vehicle • Full and ongoing Right to Work in Australia
Desirable	<ul style="list-style-type: none"> • COVID19 and Influenza Vaccinations

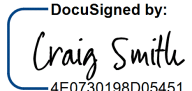
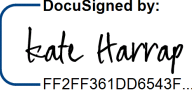
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DECLARATION			
Understanding and Acceptance	I have read and understand the Position Description and I understand and accept the accountabilities and requirements.		
Employee	Name:	eSignature:	Date:
Baptcare Representative	Name:	eSignature:	Date:

PEOPLE, CULTURE AND SAFETY USE ONLY		
For Common Law, this role has been assessed by Remuneration, Benefits and Systems	eSignature:  Name: Craig Smith	Date: 11 October 2024 10:29 AM AEDT
For roles covered by an industrial instrument (eg Vic EBA, SCHADS etc) this role has been assessed by the relevant P&C Manager	eSignature: Name:	Date:
This Position Description has been signed and approved by People and Culture	eSignature:  Name: Kate Harrap	Date: 11 October 2024 5:31 PM AEDT

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Mission Vision

Partnering for fullness of life with people of all ages, cultures, beliefs and circumstances.

Communities where every person is cherished.



Values

Our Mission & Vision are lived through our WE CARE Values.

We care about...

Our Customers

Our Team



Wellbeing

... you living your life with meaning, we partner with you to enhance your health, safety, comfort and spirituality.

... strengthening our teams by cultivating a safe and encouraging work environment that enables personal growth.



Ethics

... being genuine with you, leading with integrity and fulfilling Baptcare's purpose in harmony with community expectations.

... being inspired by justice. We act with integrity and do the right thing by our customers and each other in light of current and future needs.



Co-creating

... building personalised and innovative solutions with you and our allied partners, with your goals as our shared focus.

... building an exciting future together with our customers in focus, by empowering everyone to contribute and encouraging adaptability, creativity and collaboration.



Accountability

... fulfilling our commitments to you and accepting our responsibilities to continually improve.

... fulfilling our commitments and responsibilities, using our resources wisely and being able to reflect, speak up and adapt when needed.



Respect

... understanding and embracing your individuality, standing up for your equality and protecting your dignity.

... treating one another as we like to be treated ourselves, by welcoming differences with an open mind and promoting equality and dignity.



Effectiveness

... being focused on achieving the best outcomes for you, with you.

... ongoing improvement in the focus of our people and resources to achieve positive outcomes for our customers.



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