**Position Description**

|  |  |
| --- | --- |
| **Position Title** | **Payroll Compliance Analyst** |
| **Organisation** | Catholic Education Sandhurst Limited (CESL) |
| **Function** | People and Culture |
| **Location** | *Bendigo, Wangaratta or Tatura* |
| **Agreement** | *Catholic Education Multi-Enterprise Agreement 2022* |
| **Classification** | CEO Administration, Level 5 |
| **FTE** | 1.0 FTE |
| **Status** | Fixed Term (2 years) |
| **Reports to** | Payroll Manager |
| **Position Summary** | |

The People and Culture function provides support to over 3000 staff as well as volunteers, contractors, visitors, and school communities through a range of services across the employee lifecycle.

The function provides strategic human resources advice, including coaching and offering strategies and tools to enable leaders to effectively lead and engage their functions and motivate for optimal performance.  The function partners with the business to design, develop and implement strategies and systems to attract, engage, develop, and retain talent, through developing a strategic People Plan which will build employee and organisational capability and help develop an inclusive and collaborative performance culture.

The function is also responsible for compliant investigations with impartiality whilst maintaining adherence to legislation and contributing to the achievement of best-practise standards of safety, security, and protection of children and young people in the care of CESL.

Working closely with the payroll team across CESL the Payroll Compliance Analyst will be responsible for a comprehensive analysis of payroll calculations to identify and mitigate risks, enhance employee trust and protect the organisation from non-compliance with policies and regulations.

This role will support CESL in ensuring the accuracy, compliance and security of payroll processes and calculations by responding to internal assurance reviews and payroll audits to complete complex calculations within various payroll systems for the purposes of remediation.

This role will require an individual with exceptional analytical and auditing skills, along with strong verbal and written communication skills.

This role is fixed term with the intention that remediation of any payroll issues is rectified prior to the rollout of new payroll technology in the future.

|  |
| --- |
| **Our Organisation** |

Catholic Education Sandhurst Limited (CESL) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northeast Victoria. The organisation supports more than 3,000 employees in just under 60 schools and early childhood facilities.

The Executive Director of Catholic Education Sandhurst is appointed by the Board of CESL to support the administrative, organisational and service matters to Catholic schools within the Diocese.

The Executive Director and all delegations via that position, including the Deputy Director, operate within the parameters of Canon Law and the established protocols of the Catholic Church. CESL is the employing authority for its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

CESL participates and cooperates in the work of the Victorian Catholic Education Authority (VCEA) as the peak body for Catholic Education in Victoria, which has responsibility for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, advocacy for Catholic education and collaboration with government statutory authorities.

**Magnify Sandhurst:**

Launched in Term 3 of 2024, Magnify Sandhurst is CESL's comprehensive school improvement initiative made in response to the CESL Strategic Plan. Magnify Sandhurst significantly enhances the resourcing and experience of our students, teachers and leaders across the key areas of spiritual development, the Victorian curriculum, wellbeing, the behaviour curriculum and a truly responsive pedagogy. At a systemic level, Magnify Sandhurst enables the proactive utilisation of inter-school capabilities and learnings, by fostering a Multi-Tiered System of Supports (MTSS) that operates at both the student and school level.

**Guiding Lights:**

The Executive team seeks to bring to reality the Strategic Plan which underpins all work in and for our Catholic Schools and Early Learning Centres across the Diocese. The three Guiding Lights ensure we are prioritising the right work for our Catholic Learning Communities, they are:

***Authentically Sandhurst Catholic Education***

Catholic Education in Sandhurst has developed a unique, Spirit-filled and life-giving culture that we are called to celebrate and build upon. This proudly diverse rural educational community from the alpine mountains to the river plains claims the heritage we have received and commits to ongoing formation in community so that our mission, the mission of Jesus the Christ, might continue to bring ‘life to the full’.

***Outstanding Learner Growth***

Prioritising ‘outstanding learner growth’ purports that all students have a capacity for growth which can be measured and celebrated, and that this growth should be ‘outstanding’. Sandhurst has set itself the audacious but necessary goal of achieving outstanding student learner growth for every student and every teacher, in every school, every day.

***Solidarity and Subsidiarity***

Solidarity and subsidiarity define our cohesive system, uniting unique learning centres into a single ecosystem dedicated to the Common Good. Our commitment to solidarity ensures equitable opportunities for all students by aligning resources and enhancing ecosystem integrity. Subsidiarity empowers local decision-making, fostering responsibility and accountability among leaders to meet community-specific needs. Together, these principles drive continuous, impactful improvement, creating a life-giving and Gospel-infused educational journey for every student and staff member.

|  |
| --- |
| **Our Vision** |

The vision for CESL is to provide, in partnership with our families, stimulating, enriching, liberating, and nurturing learning environments in each of the Catholic school communities within the Diocese. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people.

We believe:

* That the values of the Gospel are central to who we are, what we do, and how we act
* That we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition
* That a strong sense of community is dependent on the quality of our collegial relationships
* That each person’s potential is fostered through the dedicated ministry of Catholic Education
* In leadership encompassing vision, innovation, and empowerment

|  |
| --- |
| **Our Values** |

CESL Values underpin and reflect the behaviours we expect of our staff:

**Principles of Catholic Social Teaching**

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the “common good” in response to the “signs of the times”.

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school

**Respect**

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school

**Partnerships**

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community

**Faith**

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

|  |  |
| --- | --- |
| **Key Responsibilities** | |
| **Payroll Compliance** | * Undertake internal payroll assurance reviews to identify control weaknesses, and non-compliance with industrial instrument, legislation and organisational policies. * Provide recommendations for rectification of any errors and or legislative/ EBA breaches (employment contract reviews, record keeping reviews, timesheet reviews and payroll processing reviews). This may include identification and adjustment of incorrect application of penalty rate and allowances for example. * Monitor internal audit recommendations and complete corrective actions to improve systems and procedures * Provide assistance with identification and rectification of payroll processing errors including over and underpayments as required * Create templates and reporting for the purpose of completing complex payroll calculations * Document and record accurate and detailed records of payroll transactions and remediation required to ensure transparency and accountability * Create a process for identifying, recording payroll processing concerns to enable rectification and remediation including maintaining the underpayment and overpayment register * Suggest changes to ensure continuous improvement, ensure additional layer of oversight and or reduce the potential for errors or fraudulent activity. * Utilise payroll test systems to support schools with remediation payroll processing * Provide updates to the Payroll Manager regarding progress from internal audits and reviews within an agreed timeframe |
| **Payroll Support** | * Respond to specific audit recommendations by: * working with school payroll staff to communicate audit findings to support them with recommendations. * providing advice, support and training to payroll staff to improve payroll processing, reduce risk and keep up to date with best practice. * supporting underlying procedures and guidelines with self-help guides and information to help inform the payroll function at CESL. * leveraging technology and automation to streamline payroll processes, enhance data consistency and ensure compliance with industrial instrument and regulations. * supporting school with payroll advice including but not limited to leave entitlements and accruals, processing time in lieu (teaching and non-teaching), processing overtime, casual relief engagement, fixed term engagement, classifications and how to apply them, salaries and incremental progression, hours of work and meal breaks, superannuation guarantee & max contribution base, payroll deductions, salary packaging, overpayments, salary maintenance, redundancy and termination payments, STP reporting, and WorkCover processing. |
| **Legislative Compliance** | * Maintain awareness of key information releases, including (but not limited to) Victorian Catholic Education Authority and how this may impact payroll processing and ensure payroll staff are aware of their obligations as required. * Maintain an update to date knowledge of the relevant legislation including but not limited to Superannuation Guarantee (Administration) Act 1992, Long Service Leave Act 2018 (Vic), Fair Work Act 2009, and the Income Tax Assessment Act 1997. * Identify any issues and or contraventions and escalate as required. |
| **Customer Service** | * Provide efficient and effective customer service, dealing with queries promptly and in a courteous, helpful, and friendly manner. * Ensure that confidentiality is maintained, and that compassionate, competent customer service is offered within the framework of the mission, values and vision of CESL. * Understand critical or sensitive issues which may require the immediate attention of the Payroll Manager |

Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

|  |  |  |
| --- | --- | --- |
| **Key Selection Criteria** | | |
| **Essential** | **Qualifications and Registrations** | * Tertiary qualification in Auditing, Finance, Business and or Accounting or relevant experience in Payroll or Employee Relations. * A current unrestricted Australian Drivers Licence. * A current valid working with children check and National police check. |
| **Knowledge and Experience** | * Experience in payroll processing and payroll technologies * Previous experience in Internal Payroll Assurance or similar * Strong knowledge of relevant legislation including but not limited to Superannuation Guarantee (Administration) Act 1992, Long Service Leave Act 2018 (Vic), Fair Work Act 2009, and the Income Tax Assessment Act 1997. * Experience in payroll processing of different types of industrial instruments including Modern Awards and Enterprise Agreements. * Ability to observe and understand business processes ensuring processes are documented completely and accurately. |
| **Commitment to Catholic Education** | * Demonstrated commitment to Catholic Faith with an understanding and willingness to work within the Catholic ethos, traditions, and practices of the Diocese of Sandhurst. |
| **Skills and Attributes** | * Demonstrated skills in research, analytical assessment and problem solving with a proven ability to resolve complex issues * Highly developed word processing, database and computer skills including a high degree of proficiency within the Microsoft Suite including Microsoft Word, Excel, PowerPoint, and other applications. * Demonstrated ability to communicate effectively with multiple stakeholders. * Proven organisational skills, ability to prioritise own workload and to use sound judgement, managing competing demands and delivering high quality outcomes with exceptional attention to detail. * Demonstrated capacity to identify, develop and improve effective process improvements. * Demonstrated experience analysing and interpreting data with the ability to produce a variety of reports outlining key findings and provide recommendations. * Capability to communicate process change and provide coaching and support. * Personal qualities of confidentiality, initiative, patience, cooperation, commitment, and enthusiasm |

|  |
| --- |
| **Mandatory Responsibilities and Requirements** |

**Compliance with CESL Policies and Procedures**

* All CESL policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CESL must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

**Compliance with Occupational Health and Safety**

* All CESL employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CESL’s OH&S Management System.
* All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
* All employees who have responsibility to supervise lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensure that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.
* All employees will be required to provide evidence of vaccination status prior to commencing employment with CESL. Depending on the role some employees will also be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training.

**Compliance with Child Safety Legislation**

* CESL is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children.All CESL employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid working with children check or VIT registration. CESL are committed to ensuring the safety of children in our care, as such rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.