



Payroll Analyst

Position Detail			
Reports To	Senior Payroll Specialist	Group	Corporate Finance
Classification	ASA 5	Location	Canberra
Reports – Direct Total	Nil		

Organisational Environment

Airservices is a government owned organisation providing safe, secure, efficient and environmentally responsible services to the aviation industry.

Each year we manage over four million aircraft movements carrying more than 156 million passengers, and provide air navigation services across 11 per cent of the world's airspace.

Airservices has two major operating centres in Melbourne and Brisbane and a corporate office in Canberra. We operate 29 air traffic towers at international and regional airports, and provide aviation rescue fire fighting services at 26 Australian airports.

We are committed to continuing to improve our business by providing our customers with services they value, and embedding new ways of working and technology investments to further innovate and optimise.

Primary Purpose of Position

As **Payroll Analyst** you will be responsible for providing SAP HR (Payroll) systems support to the payroll team and the organisation.

This role will also review and test SAP HR (Payroll) system changes arising from new enterprise agreements, legislative or policy changes, new and revised business practices and key process improvements.

Accountabilities and Responsibilities

Position Specific

- Implement SAP HR (Payroll) systems changes arising from new and revised business practices, legislative and policy changes and key process improvements.
- Conduct fortnightly pay run and associated reconciliations as required and also EDI pay runs.
- Perform fortnightly payroll reconciliations, ensuring that any issues identified are resolved in accordance with Payroll procedures in a timely manner.
- Handling workers compensation issues ie. calculation of average income and submission of claims.
- Drive SAP HR (Payroll) systems improvements and changes, liaising with Airservices SAP Consultants to ensure configuration requirements are correctly reflected.
- Provide advice on SAP HR (Payroll) issues to the Payroll team and organisation to aid systems understanding and foster a culture of continuous improvement.

- Liaison between Payroll and Airservices SAP Consultants with respect to SAP HR (Payroll) system configuration changes and updates.
- Manage end to end User Acceptance Testing (UAT) for SAP HR (Payroll) updates for wage types/payroll systems changes/EA changes/public holidays, work schedule rule creation, and super choice.
- Upload of EA/WPA increases and bonuses in line with entitlements under the Airservices Enterprise Agreements.
- Investigate, analyse and resolve complex SAP HR (Payroll) systems related issues, including Quintiq to SAP integration data mismatches, working with relevant areas to prevent recurrence.
- Work with the Financial Services Automation team to assist in the implementation of automation opportunities across payroll, including identification, design and development of new / improved payroll processes that leverage automation and technology.
- Consistently completes assigned tasks and achieves goals.
- Communicates with manager and stakeholders credibly and constructively.
- Contributes professional insights to team based on experience and education.
- Plans and prioritises tasks ahead of time to ensure meeting deadlines.
- Assist in Payroll Audit reporting.

People

- Maintain an effective working relationship with all Airservices staff to ensure that there is an effective coordination of all activities in support of organisational objectives whilst fostering a culture of continuous improvement.
- Provide ongoing professional service support and advice to the Payroll team and the organisation through effective stakeholder engagement.
- Model Airservices values and demonstrate positive, constructive and professional behaviours at all times.

Compliance, Systems and Reporting.

- Complying with all Airservices' policies and procedures, and applicable Australian laws and legislation.
- Ensure compliance with safety, risk, environmental and other regulations and standards.
- Maintaining accurate Payroll records in SAP HRIS.

Safety.

- Demonstrate safety behaviours consistent with enterprise strategies.
- Model appropriate safety behaviours and comply with Airservices Safety Management System policies and procedures.

Key Performance Indicators

Efficient, Effective and Accountable

- Provide SAP HR (Payroll) systems support to organisation as required.
- Manage UAT for all SAP HR (Payroll) updates.
- Resolution of identified SAP HR (Payroll) system issues within agreed timeframes.
- Identification of and contributions to the continuous improvement of Payroll Compliance processes.
- Build trust through positive cultural behaviour.

Commercial

- Nil

Key Relationships

- Managers and staff within Corporate Finance, Workforce Deployment and Enterprise Application Platforms.
- Managers, Team leaders and employees across Airservices.
- Internal and external stakeholders.

Skills, Competencies and Qualifications

- Extensive experience in the use of SAP HR (Payroll) systems.
- Ability to identify, analyse and resolve SAP HR (Payroll) system issues.
- Understanding of current Payroll processes, superannuation legislation and Airservices Enterprise Agreements.
- Exception/Issues Management combined with strong interpersonal skills.
- Demonstrated initiative, strong problem solving and analytical skills.
- Strong stakeholder engagement skills.
- Well-developed interpersonal and communication skills.
- Proven ability to manage competing priorities and adjust to changing work demands and circumstances.
- Capability and motivation to embrace technology and new ways of working.

Performance Standards and Behaviours

As a member of Airservices, you will consistently demonstrate performance standards and behaviours that meet our Code of Conduct. This includes:

- Treating everyone with dignity, respect and courtesy
- Acting with honesty and integrity
- Acting ethically and with care and diligence
- Complying with all Airservices' policies and procedures, and applicable Australian laws
- Disclosing and taking reasonable steps to avoid any actual, potential or perceived conflict of interest
- Behaving in a way that upholds our vision, mission and values, and promotes the good reputation of Airservices.