



POSITION DESCRIPTION

Position Title	PAYROLL OFFICER	Position No.	50051245
Team	[People & Culture]	Classification	[Administrative/Professional]
Department	Payroll Services	Schedule Roster Cycle	[Schedule A] [Non-Rostered]
Location	Collinswood	Band / Level	[Band 3-4]
Reports to	PAYROLL TEAM LEADER 50035106	HR Endorsement	30/01/2020
Purpose			

Calculate, process and provide advice on payroll, rostering, superannuation and entitlements to stakeholders.

Key Accountabilities

- Calculate and process roster variations and payroll adjustments to ensure accurate and timely payments to staff.
- Provide advice to the People and Culture Team, Managers/Rosterers and staff on payroll, rostering, superannuation and entitlements issues to ensure adherence to ABC policies and obligations.
- Commence, maintain staff details and terminate employees in the Pay system to ensure correct payment of salary and entitlements.
- Build and maintain good relationships with internal/external clients to meet customer service standards.
- Maintain good relationships with Payroll Team, contributing to Team Cohesiveness ensuring sharing of information and deadlines are met.
- Advocate and ensure compliance with relevant policies and standards including Acts, Code of Conduct, WH&S responsibilities etc.
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

Key Capabilities/Qualifications/Experience

1. Experience in calculation and input for computerised Payroll and HR Information systems (preferably SAP), with a good understanding of payroll procedures.
2. Knowledge and understanding of Personnel/Administrative procedures.
3. Good communication and interpersonal skills.
4. Well-developed organisational skills and the ability to work to tight deadlines.
5. Experience with SAP HRMIS an advantage.
6. Knowledge and understanding of Aboriginal and/or Torres Strait Islander cultures and an understanding of the issues affecting Aboriginal and/ or Torres Strait Islander people; and an ability to communicate sensitively and effectively with Aboriginal and/ or Torres Strait Islander people.
7. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
8. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.

