



## POSITION DESCRIPTION

<b>Position Title</b>	PAYROLL OFFICER	<b>Position No.</b>	50059890
<b>Team</b>	People & Culture	<b>Classification</b>	Administrative/Professional
<b>Department</b>	Payroll Services	<b>Schedule Roster Cycle</b>	Schedule A Non-Rostered
<b>Location</b>	Collinswood	<b>Band / Level</b>	Band 4
<b>Reports to</b>	TEAM LEADER, PAYROLL 50035106	<b>HR Endorsement</b>	30/09/2020

### Purpose

Calculate and process payroll transactions and provide information and advice on payroll, rostering, superannuation and entitlements matters.

### Key Accountabilities

- Commence employees, maintain staff details and terminate employees in the payroll system in accordance with established procedures and practices to ensure correct payment of salary and entitlements.
- Calculate and process payroll transactions, reconciliations and adjustments including related to rostering and time recording, pay run processing, superannuation and maintaining organisational hierarchy.
- Provide advice to managers, employees and the People & Culture team to resolve payroll, rostering, superannuation and entitlements matters and to support a consistent and accurate application of enterprise agreements and payroll practices, policies and procedures.
- Maintain a good understanding of the ABC's employer obligations under the Australian workplace relations system and a very good understanding in the ABC's policies, procedures and practices that support compliance with these obligations.
- Assist with payroll related projects.
- Assist with guiding and/or training team members in areas of own experience and knowledge.
- Build and maintain good relationships with internal/external clients to meet customer service standards.
- Maintain good relationships with team members, contributing to team cohesiveness, ensuring sharing of information and ensuring deadlines are met.
- 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. Demonstrated expertise and experience in payroll (preferably using SAP), with a good understanding and knowledge of payroll transactions, processes and procedures.
2. Good understanding of the Australian workplace relations system and sources of employer and personal obligations in relation to payroll.
3. Thorough understanding of and ability to apply payroll procedures and practices.
4. Research skills and the ability and knowledge to source information on various issues to resolve problems and queries.
5. Very good computer skills and experience with performing calculations using Microsoft Excel.
6. Good communication and interpersonal skills with the ability to prepare and present information and reports clearly and accurately.
7. Well-developed organisational skills and the ability to manage priorities and work to tight deadlines.
8. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.





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9. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
10. **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.