|  |  |
| --- | --- |
| Position Profile – Payroll Officer |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Division** | Finance | **Team** | Enterprise Services |
| **Location** | Brisbane | **Reports to** | Payroll Team Leader |
| **Date Updated** | July 2024 | **Position Number** | 412053 / 412393 / 412470 |
| **Grade (TPS only)** |  |  |  |

## Position Purpose

The primary objective of the role is to ensure the accurate and timely payment of wages and salaries in accordance with relevant industrial instruments, legislation and organisational policies and procedures.

The Payroll Officer contributes to the delivery of a comprehensive payroll service to Stanwell as well as providing advice on system and process implementation of remuneration and benefit strategies.

## Qualifications

* Diploma level qualifications in business/commerce or human resources (desirable)

**Experience and knowledge**

* A minimum of 5 years payroll experience, ideally in an industrial environment such as electricity or mining ( highly regarded).
* Understanding of general accounting principles.
* Ability to interpret Awards/ Agreements and apply policies and procedures within the payroll function.
* Intermediate knowledge of Microsoft Word and Excel
* Knowledge of PAYG tax, FBT and superannuation legislation and its application to Payroll related issues.

## Responsibilities and outcomes

* Co-ordinate the day-to-day operating aspects of the payroll function including taxation (PAYG and payroll tax), leave management, superannuation, allowances, salary sacrifice options, terminations etc.
* Process payroll for Stanwell employees according to pay cycle timeframes.
* Co-ordinate the compilation and payment of weekly, fortnightly or monthly deductions and superannuation contributions.
* Manage leave entitlements and payments in accordance with the relevant industrial instruments &/or legislative requirements.
* Ensure claims for overtime and related entitlements are appropriately approved in accordance with the relevant industrial instruments n&/or legislative requirements.
* Undertake the appropriate reviews and audits of payroll data to ensure accuracy of payments to employees and external parties...
* Work with P&C to ensure there is alignment with the interpretation of the conditions provided for in our industrial instruments.
* Develop and maintain up to date payroll procedures.
* Provide information and input as required into the EA process

## Key capabilities

This position is expected to have demonstrated capability in the following areas:

Analytically Minded Gathers relevant information and identifying key issues; relating and comparing data from different sources, as well as identifying cause & effect relationships

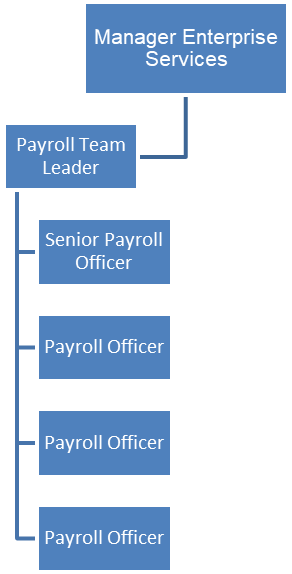
|  |  |
| --- | --- |
| ***Building Relationships***  ***Communication*** | Initiates and maintains collaborative relationships, is socially confident and quick to build rapport and trust with others. Tends to create a positive first impression at all levels, both internal and external to the organisation.  Speaks and writes in a clear, confident and articulate manner, adapting communication style to the target audience. When expressing ideas and information in writing uses appropriate structure, grammar and language tailored to the reader. Is effective at influencing others to see things a given way |
| ***Customer Focus*** | Motivated by exceeding expectations of internal and external stakeholders, and fulfilling obligations to others. Interacts with customers in a friendly, considerate manner, responding to social cues appropriately. Treats all customers equally. |
| ***Extending Trust*** | Focusses on creating trust and building credibility at a personal level with others. This is achieved through the way they interact with others to inspire trust, giving them confidence in their intentions and those of Stanwell’s. They also in turn trust others, by demonstrating respect, creating transparency, and keeping commitments. |
| ***Flexibility*** | Demonstrates high engagement, openness and flexibility in accepting and adopting change. Responds to change in an enthusiastic manner and adjusts quickly, with little disruption to workload in the process. |
| ***Implementation*** | Reliable, detailed-focused and meticulous. Consistently follows through on plans and deliverables to ensure they are carried out in a timely manner. Assuming responsibility for co-ordinating people, time and budget to meet goals as required. |
| ***Inclusive***  **Negotiation** | Creating an environment in which all individuals feel, and are treated, fairly and respectfully, have access to opportunities and can contribute their ideas, perspectives and talents. This encompasses challenging and overcoming one’s unconscious bias (biased towards the world around us and use of stereotypes).  Effectively influencing others during a discussion aimed at reaching a mutual agreement. Asks questions, explores options, identifies different motives and manages conflict to reach outcomes that gain the support and acceptance of all parties. |
| ***Organisation***  ***Resilience***  ***Social Intelligence*** | Organised and tends to take a structured approach to tasks/goals. Plans effectively and manages resources and execution appropriately to ensure projects are delivered on time.  Remains calm, composed, and optimistic in stressful or high pressure situations. Perseveres in the face of obstacles or setbacks and carries on with the task at hand. Strong drive to finish tasks, will actively seek to overcome potential hurdles  Dedicates time and effort into understanding other people's thoughts and perspectives. Is sensitive to the needs and emotions of others and has the ability to identify, interpret and respond appropriately to social cues when interacting with people. Practices active listening, understands non-verbal cues and responds appropriately |
| ***Stanwell Values*** | Uphold and champion Stanwell’s Values and Code of Conduct (including ethical behaviour, fair treatment, conflict of interest, confidential information, and complying with the law). Ensuring they are at the forefront of decisions and action, coaching and challenging others to demonstrate acceptable behaviours where appropriate. |
| ***Teamwork*** | Work cooperatively, supports and collaborates with team members and across other teams to successfully achieve targets and business outcomes. Appreciates the benefits of diversity and works well with a variety of people. |

## Decision making

The incumbent is assigned the following delegations in accordance with the requirements of this position description:

* Review Payroll Processing and Bank Transfer File

## Team Structure



*This position profile reflects a summary the role, it is not intended to be an all-inclusive list of duties and responsibilities. Leaders may direct employees to perform other duties at their discretion.*