

POSITION DESCRIPTION

Position Title:	Payroll Officer
Organisation Unit:	Human Resources
Position Number:	
Type of Employment:	Full-time, Continuing
Classification:	HEW Level 5

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) is one of Australia's leading teaching and research universities. For more than a century, UQ has educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks among the world's top universities, and with a strong focus on teaching excellence, UQ has won more national teaching awards than any other Australian university. UQ's 264,000 graduates are an engaged network of global alumni spanning more than 170 countries, and include approximately 14,000 PhDs. More than 52,000 current students, including more than 16,400 postgraduate students and approximately 18,000 international students from 135 countries, currently study across UQ's three campuses in South East Queensland.

UQ's six faculties, eight globally recognised research institutes and more than 100 research centres attract an interdisciplinary community of 1,500 scientists, social scientists and engineers who champion research excellence and continue UQ's tradition of research leadership. This is reflected in UQ being awarded more Australian Research Council funding (\$25.8 million) for fellowships and awards commencing in 2017 than any other Australian university. UQ is also one of only three Australian members of the global Universitas 21; a founding member of the Group of Eight (Go8) universities; a member of Universities Australia; and one of only three Australian charter members of the global edX consortium for massive open online courses (MOOCs).

Human Resources

UQ Human Resources is responsible for enabling achievement of the University's strategic ambitions through attracting, developing and retaining talented, engaged and high performing staff. This, in turn, enables University staff to better support our current and future students.

Human Resources provides high quality human resource management guidance and expertise, through effective policy development, constructive advice and efficient administrative services. We are building a team of strategic HR professionals to provide outstanding, client focused, proactive, and cost effective solutions and services for all UQ staff.

The key specialist service areas of Human Resources are:

- HR Client Services (incorporating client relationship management, business partnering and advisory)
- People Services (incorporating employee and recruitment services)
- Workplace Relations
- Workplace Diversity and Inclusion
- Organisational Leadership and Development
- Workforce Analytics
- HR Policy and Governance

DUTY STATEMENT

Primary Purpose of Position

The position of Payroll Officer is responsible for the processing, checking and approval of payroll transactions within the HRIS, facilitating the fortnightly pay cycle and providing advice to other Human Resources Staff regarding Payroll enquiries.

- Check and approve payroll transactions and amendments in the HRIS.
- Manage requests for payroll advance payments and Salary Recalls.
- Calculate and process VSP / ETP as requested.
- Calculate and process payroll adjustments and corrections, VSP and ETP and overtime claims as required.
- Acquire, maintain and apply a high level of knowledge regarding taxation legislation.
- Check and validate consistency reports and update where necessary.
- Assist in the testing of HRIS upgrades (service pack amendment) that impact on the operation of the People Services Unit.
- Complete financial statements, reports, analyses, and returns as appropriate.
- Prepare routine correspondence and respond to enquiries from internal and external clients, in person, by phone and written correspondence.
- Maintenance of employee payroll records and related information.
- Liaise with other sections of the university on various matters including, cheque deposits and payments.
- Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:
 - the [University's Code of Conduct](#)
 - requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
 - the adoption of sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
 - requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

Organisational Relationships

The position reports to the Senior Payroll Coordinator, People Services Unit.

SELECTION CRITERIA

- Degree qualifications in Accounting, Business or a related field or an equivalent combination of relevant experience and/or education/training in payroll administration.
- Demonstrated working knowledge and experience in using a large HR/Payroll system, preferably Aurion or equivalent system.
- Knowledge of payroll and tax related matters, including demonstrated analytical and problem solving skills and attention to detail.
- Strong computer skills with proficiency in using the Microsoft Office products – Windows, Excel and Word.
- Strong organisational skills, including the ability to meet deadlines and manage competing demands without compromising standards of service or quality.
- Excellent interpersonal and communication skills in both written and verbal forms, and a strong commitment to exceptional client service with external agencies, service providers and clients.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the [University's Diversity and Inclusion webpage](#) for further information and points of contact if you require additional support.