

Position Description

Position Title:	Senior Payroll Officer
Position Number:	FPS073
Department:	Financial and Project Services
Reports To:	Team Leader Payroll
Supervises:	Nil

Organisational Environment

Located between Brisbane City and the Sunshine Coast, Moreton Bay is one of Australia's fastest growing urban regions. Moreton Bay has a strong and connected community that enjoys a coastal and pristine natural environment as well as thriving community and cultural hubs, vibrant entertainment options and award-winning commercial, educational, medical, leisure and residential precincts.

The Financial and Project Services department provides a range of corporate support functions that assist with the operation of all areas of Council. These functions include the processing and payment of approximately 60,000 supplier invoices per year, the processing of the fortnightly payroll for Council's 1,700+ workforce, the provision of strategic advice and assistance on procurement matters, and the levying and collection of approximately \$320 million in rates and utility charges each year. The Financial and Project Services department is committed to providing a high level of service to other Council departments and the community.

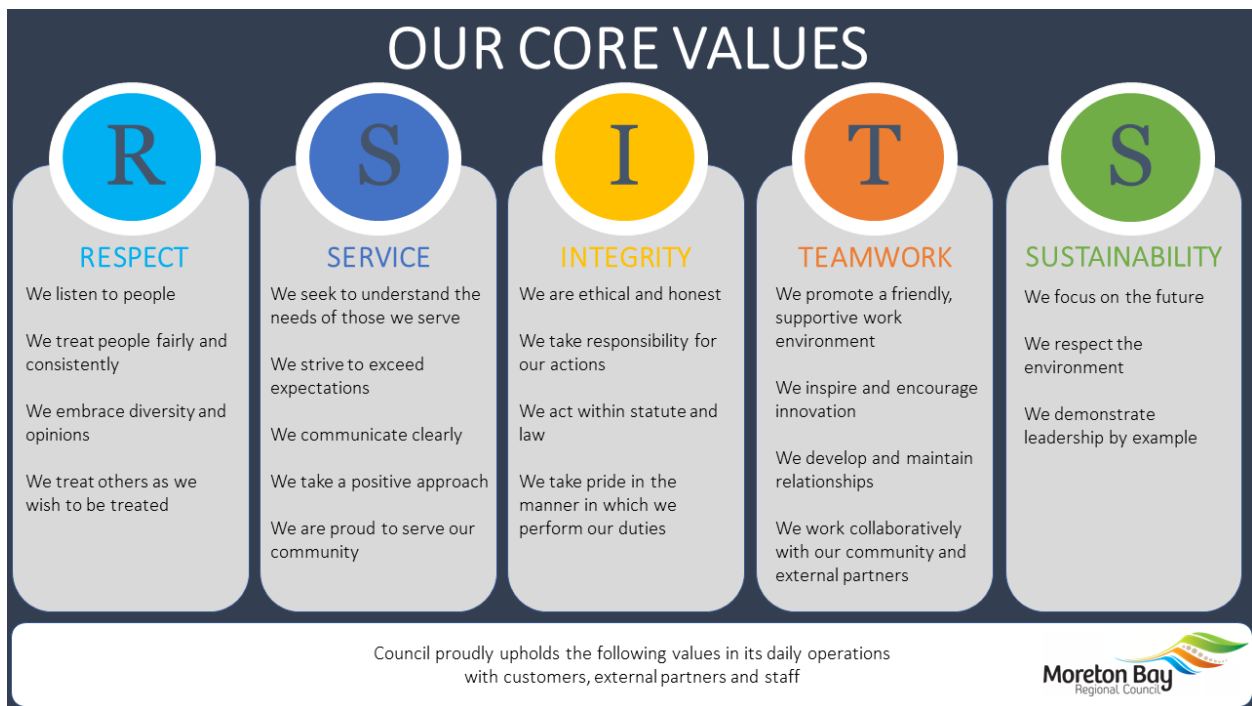
Position Purpose

To provide expert support and advice in the delivery of an accurate, efficient and effective payroll function for Council and assist in achieving departmental and organisational objectives.

Specific Accountabilities

Description
Leadership and Planning
Assist in the development of the Team's long- and short-term plans, policies and procedures.
Assist with developing the capacity of the team by providing training, advice and mentoring to other team members.
Organising and Operating
In conjunction with the Team Leader Payroll, you will be responsible for the periodic end to end payroll process. This includes ensuring all required inputs have been accurately entered, reviewing and reconciling payroll calculations, submission of payment files to the bank and ensuring all reconciliations and reports are completed within the required timeframes.
Undertake and review higher level tasks such as terminations, superannuation, underpayment and overpayment calculations as required.
You will be an escalation point for other payroll team members and will be responsible for undertaking a peer review of their work where appropriate.
Ensure compliance and reporting timeframes are met in relation to superannuation, taxation, workers compensation and Single Touch Payroll requirements.
Provide advice and guidance in the development, implementation, use, administration, maintenance, specification and upgrade of the corporate payroll system.
Quality and Compliance


Ensure team members comply with all relevant regulatory and Council policies on information and security, industrial relations, workplace health and safety and any other legislation applicable to the Department
Contribute to identification and management of risks applicable to the team, and ensure that staff understand key risks facing the team and how they should be managed
Cooperate with any requests for information and records that are sought by the Manager Legal as part of any official investigation
Community Development and Stakeholder Relations
Act as a point of contact to key stakeholders on matters relating to payroll



OUR CORE VALUES

R	S	I	T	S
RESPECT	SERVICE	INTEGRITY	TEAMWORK	SUSTAINABILITY
<ul style="list-style-type: none"> We listen to people We treat people fairly and consistently We embrace diversity and opinions We treat others as we wish to be treated 	<ul style="list-style-type: none"> We seek to understand the needs of those we serve We strive to exceed expectations We communicate clearly We take a positive approach We are proud to serve our community 	<ul style="list-style-type: none"> We are ethical and honest We take responsibility for our actions We act within statute and law We take pride in the manner in which we perform our duties 	<ul style="list-style-type: none"> We promote a friendly, supportive work environment We inspire and encourage innovation We develop and maintain relationships We work collaboratively with our community and external partners 	<ul style="list-style-type: none"> We focus on the future We respect the environment We demonstrate leadership by example

Council proudly upholds the following values in its daily operations with customers, external partners and staff



Work location

You may be required to perform your role from any work location within the region.

Diversity undertaking

You may be required to perform duties outside the specific responsibilities within the limits of your skill, competence and training.

Position Dimensions

Staff Resources: ~ Nil
Section or program budget: ~ Nil

Decision Making Authority

Policy: Interprets and applies policies

Delegations: Delegations under the *Local Government Act* and as directed and published in Council's *Delegations Register*

Knowledge, Experience, Qualifications and Attributes

- Whilst not mandatory, a tertiary qualification in payroll, human resources or business would be highly regarded.
- Demonstrated experience in a similar senior role including award interpretation, payroll processing, reconciling, reporting and providing expert advice in relation to payroll matters.

- Demonstrated ability to work with a Payroll team to effectively interact with all stakeholders, including ability to deal with confidential, conflicting, administrative and customer service issues.
- Demonstrated time management skills to achieve proficiency and effectiveness in managing conflicting priorities and meeting deadlines.
- Detailed knowledge of the applicable legislation, industry standards and best practices as it relates to payroll process and experience in the delivery of an efficient payroll process in a large organisation.
- High attention to detail with a constant focus on accuracy and efficiency in all tasks.

This position description is a true reflection of the current requirements of the role. Where appropriate, employees will be consulted on the changes and employees are expected to participate in consultation.

I have read, understood and accepted the responsibilities as outlined in this position description.

Signature: _____ **Date:** _____