



POSITION DESCRIPTION

POSITION TITLE	Payroll Officer
DIVISION	People, Culture and Engagement
DEPARTMENT	People and Culture
REPORTS TO	Payroll Team Leader

ORGANISATIONAL PURPOSE

Our vision at the Brotherhood of St Laurence (BSL) is for an Australia free of poverty. We pursue lasting change for a fairer and more compassionate Australia.

Our organisation employs over 1,500 staff and is supported by 1,000 volunteers. We partner with governments, business and other organisations to address poverty across the nation.

Our work is varied. We deliver services to build capability and confidence across the life course, from the early years, youth and employment, to services for people with disability and for older people in Australia. Our Op Shops and social enterprises are well known. So too are our programs that support digital literacy, energy efficiency and financial wellbeing. We research the causes and effects of poverty and connect policy, practice and research to advocate national, state and local policy solutions for people experiencing disadvantage.

The Brotherhood of St Laurence values diversity and inclusion with regards to its staff and the communities we serve. Our staff and volunteers come from diverse backgrounds, and we aim to create an inclusive working environment. BSL is committed to child, young people and vulnerable adult safety. We want all vulnerable people to be supported, respected, safe, happy and empowered. We are committed to the safety, participation, and empowerment of all our program participants.

DEPARTMENT PURPOSE

People and Culture (P & C) partners with the people of BSL to create an Australia free of poverty. We provide insight and build capability of our leaders, staff and the organisation generally to lead, manage, and develop our people and keep them healthy and safe.

We are embarking on a transformational journey reviewing current people practices, processes, and systems to create a service environment that supports the delivery of inclusive, agile, responsive and robust services that will enhance the employee experience.

The Payroll team makes sure our people are paid accurately and on time each fortnight and maintains records and prepares reports for internal and external parties

POSITION PURPOSE

The Payroll Officer is responsible for assisting in all areas of the fortnightly payroll process and assist staff and managers with payroll related queries.

KEY RESPONSIBILITIES

Payroll Processing	<ul style="list-style-type: none">• Codes and processes time sheets in a reliable, timely and efficient manner ensuring that the correct people receive the correct amount of pay on the due date and in compliance with relevant award determinations and/or the Brotherhood Enterprise Agreements• Assists in the coordination of leave entitlements and staff benefits, including salary packaging• Processes pay and other adjustments as required• Processes details of new staff commencements, including the processing of taxation, banking and superannuation details• Processes any changes in conditions of employment (including terminations) which effect pay and benefits by adhering to strict payroll procedures and processing with less than (<) 5% error rate• Ensures the prompt distribution of reports/pay slips for all staff, and that departmental pay break-downs are forwarded to the respective locations within the established timeframes• Notifies managers and/or supervisors of missing, late or incorrect time sheets and follows up proactively with them to get that information• Interprets or seek interpretation of Certified Agreements/Awards as it relates to pays ensuring compliance• Processes WorkCover payments• Maintains an efficient system for filing of timesheets, pay, leave and related records, which will ensure prompt retrieval when required• Processes the remittance of payroll deductions for superannuation, union membership, medical insurance and others related organizations as required• Provides reports from the CHRIS21 system as requested
Advice	<ul style="list-style-type: none">• Answers staff and management queries with respect to leave balances, taxation and other salary related inquiries• When required, liaises with external organizations such as the ATO and Superannuation Funds, Centrelink and the ABS, to ensure the secure interchange of appropriate information•
Relationships	<ul style="list-style-type: none">• Builds effective working relationships with internal clients such as Work, Health and Safety team, HR Service Desk and other business stakeholders to deliver high-quality payroll services with guidance from senior colleagues

Documentation	<ul style="list-style-type: none"> Provides relevant documentation/information to Business Partners/Work health and safety team to support Employment Relations cases or Work cover claims
Development	<ul style="list-style-type: none"> Maintains an in-depth understanding of technology, external regulation, awards, agreements and industry best practices through ongoing education
Other duties	Other duties as required

SCOPE OF RESPONSIBILITY

Direct Reports N/A

Indirect Reports N/A

KEY SELECTION CRITERIA

Career Experience:

- 1-2 years of Experience in working in payroll
- Previous Experience of working with CHRIS21 or similar payroll system
- Ability to interpret awards and enterprise agreements
- Experience in accounting and payroll procedures

Personal Qualities:

- Solutions and growth mindset with a drive for problem solving
- Demonstrated capacity to complete detailed payroll work accurately and to meet competing priorities and deadlines
- Clear and well-developed communication skills
- Ability to provide a courteous approach to telephone and email pay queries
- Ability to co-ordinate work procedures
- Ability to process WorkCover payments
- Understanding of and empathy with the values and ideals of the Brotherhood of St Laurence

MANDATORY EMPLOYMENT CRITERIA

- Proof of eligibility to work in Australia is required
- A satisfactory Police Check is required - BSL will support successful candidates in this process.
- A Working with Children Check is required - BSL will support successful candidates in this process.

The description of the position is a guide to the duties of the professional activities needed to undertake the position successfully. A review of the position description may occur and may be amended from time to time.