

October 2012

Payroll Officer			
Level	1	Location	Brisbane
Department	Finance	Division	Commercial Procurement & Transaction Services
Group	CFO	Direct Reports	NIL
Reports to	Payroll Team Leader	Manager once removed (MOR)	Manager, Transaction Shared Services
Created	June 2009	Updated	July 2015

Goals

My Role:	The payroll department captures processes and provides a broad range of remuneration services to both staff and management with the interpretation of Enterprise Bargaining Agreements. This position commands a high degree of confidentiality and the ability to work to deadlines in an accurate and timely manner.
My Department:	To provide people services to the wider business and HR advisory team.

Virgin Australia

1. To be Australia's airline of choice
2. To be Australia's best customer led organisation
3. To do for corporate travellers what we did for leisure travellers in 2000

Expertise

	Must have	Great to have
Skills	<ul style="list-style-type: none"> • Excellent communications skills • Sound mathematics & analytical skills • Proven ability to work effectively either as an individual or a member of a team • Proven ability to learn quickly new information, processes and policies 	<ul style="list-style-type: none"> • Sound Microsoft Excel Skills • Sound Microsoft Word Skills • ORACLE Payroll system experience
Experience	<ul style="list-style-type: none"> • Proven track record in a payroll environment • Previous experience in the interpretation and dealing with Enterprise Agreements • Experience with interpreting payroll legislation 	<ul style="list-style-type: none"> • Experience with organisational structures and report writing functions • Ability to understand and implement cost effective and time saving processes

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Key Accountabilities

Accountability	Major activities	Performance Indicators
1. Generalist Payroll Officer Functions	<ul style="list-style-type: none"> • Provide support to the Payroll Leader and to fellow team members within the department • Contribute to the development of the department through feedback and cost effective processes • Ability to prioritise and co-ordinate competing priorities • Contribute to process improvement by participating in a range of payroll and service delivery reform activities 	<ul style="list-style-type: none"> • Ensure procedures and policies are followed in an accurate manner • Timely response to requests for support • Feedback from staff, formal and anecdotal, is positive • All staff issues handled in line with Virgin Australia policies and procedures
2. Fortnightly/Monthly Payroll	<ul style="list-style-type: none"> • Allocate employee numbers and set up all new staff members • Collate Electronic Transfer Data • Manually code timesheets in preparation for data entry into Oracle. • Data entry of Virgin Australia/VARA timesheets • Process all salary and payroll adjustments • Generate payroll and payroll reports • Preparation of final payment files for authorisation 	<ul style="list-style-type: none"> • Ability to complete tasks based on definitive time line • Good knowledge of certified agreements • Staff issues handled in compliance with Virgin Australia policies and procedures and in line with employee relations strategy • Ability to deliver payroll in an accurate and timely manner • Ability to provide management with accurate reports relating to each payroll run
3. Queries	<ul style="list-style-type: none"> • Respond with promptness to all e-mail and telephone enquiries • Respond to all employment checks from external clients • Produce and provide letters of employment for loans and travel purposes to all staff • Liaise with all departments in reference to queries and re-direct if necessary • Follow up on all pay discrepancies • Responsible for both internal and external clients in regards to enquiries 	<ul style="list-style-type: none"> • To have the best possible response time to all queries • Follow up and monitor all feedback
4. End of Year	<ul style="list-style-type: none"> • Update and close off all pay runs • Assist with End of Year 	<ul style="list-style-type: none"> • Payment summaries dispersed on time • Timely response to all queries

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Accountability	Major activities	Performance Indicators
	reporting	
5. Specialised Areas	Car Leases <ul style="list-style-type: none"> Responsible for processing all entries for new/extended leases Respond to all queries relating to leases Generate lease reports once payroll completed 	<ul style="list-style-type: none"> Ability to complete tasks in a timely manner All reporting requirements are met
6. Sundries	<ul style="list-style-type: none"> Prepare monthly adhoc reports for third party payments Prepare ad hoc reports for clients 	<ul style="list-style-type: none"> Provide support to departments based on information gathered

Competencies are relevant to every Virgin Australia team member. Please refer to the Virgin Australia Behavioural Guide for further detail specific to your position.

- Continuous Improvement and Strategic Focus
- Critical Thinking and Analysis
- Organisational and Social Commitment
- People and Leadership
- Personal Awareness and Effectiveness
- Service Delivery
- Vivacity

Our Expectations

You are expected:

- To be the ultimate Virgin Australia ambassador through living, breathing and promoting the Virgin Australia Values – Caring, Excellence, Individuality, Resourcefulness, Innovation, Enthusiasm and Integrity.
- To demonstrate our Leadership Behaviours; Act with integrity, Be decisive, Act quickly, Listen to Guests and team members and Take responsibility.
- To comply with and actively support all position, department and company policy and procedures
- To be a team player – supporting a one in all in approach and a first to know, best to deal with
- To demonstrate our Safety First philosophy – First to find, first to fix! Ensuring that you keep our workplace fair and safe – free of all forms of discrimination and harassment and free from injury and incident.
- To engage the very best of your personality and enthusiasm and create memorable, positive and fun experiences for all.

Sign Off

I have read and understand the requirements of this position. I agree to consult with my Manager or Leader should I not understand the key accountabilities or expectations of me. I will carry out the position to the best of my ability and

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understand I must meet required performance standards and targets. I accept the responsibilities of the position as outlined above.

I understand the position description for my role is constantly evolving, based on emerging priorities and shifts in organisational and department needs, and therefore will be updated from time to time.

Team member name: [Add name]	Signature:	Date: [Add date]
Manager/Leader's Name: [Add name]	Signature:	Date: [Add date]