



POSITION DESCRIPTION

POSITION TITLE	Senior 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 Senior Payroll Officer is responsible for assisting in all areas of the payroll process and assist staff and managers with payroll related queries. This position will lead and implement process improvement initiatives, including the development of Standard Operating Procedure (SOP). In addition, the Senior Payroll Officer will relieve the Payroll Team Leader and undertake any other reasonable duties as directed.

KEY RESPONSIBILITIES

Payroll Processing	<ul style="list-style-type: none">• Manages end to end payroll processing for 1400+ employees• Ensures all payroll processing is accurate by adhering to strict payroll procedures and processing with less than (<) 1% error rate• Processes all payroll data in a reliable, timely and efficient manner and ensures compliance with relevant award determinations and/or Enterprise Agreements• Processes scheduled enterprise agreement and minimum award increases in a timely manner• Administers the Payroll System (including self-service) to ensure system integrity, by undertaking regular system maintenance and maintain currency of system related manuals, procedures, and guidelines.• Participates in Payroll related projects whenever required• Coaches and supports the wider People and Culture team to increase their awareness of payroll processes and legislation• Provides SME support to other members within Payroll team and also to HR Service Desk team• Supports customer service initiatives to enhance employee/client experience.• Provides accurate reports from relevant systems as required
Advice	<ul style="list-style-type: none">• Provide accurate information to staff and management and respond to queries and complaints relating to all payroll matters
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• Liaises with external organisations to ensure the secure interchange of appropriate information relating to ATO and Superannuation Funds, Centrelink, Portable Long Service Leave Authority, unions, and ABS• Maintains and builds strong relationships with both internal and external stakeholders
Documentation	<ul style="list-style-type: none">• Develops and maintains payroll procedures, standard operating guides and any other training material• 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 current knowledge of federal/state laws governing taxation/reporting of wages, salary recoveries, laws governing garnishee, superannuation payments and other salary withholdings • Acts as a point of escalation for all Payroll related queries in the absence of Payroll team leader
Continuous Improvement	<ul style="list-style-type: none"> • Proactively partners with various business units to identify areas for process improvement and data integrity. • Analyses and identifies areas for improvement within all areas of the Payroll systems and processes and provide recommendations for corrective action
Other duties	Other duties as required

SCOPE OF RESPONSIBILITY

Direct Reports : None

TO BE SUCCESSFUL YOU MUST HAVE

Essential

- Relevant qualifications in Payroll and/or Finance principles
- 3-5 years of demonstrated knowledge and experience in all aspects of payroll processing
- Experience using Chris21 system is **essential**
- Well-developed knowledge and understanding of related legislation relating to awards, enterprise agreements, PAYG, FBT and payroll tax
- Well-developed interpersonal and communication skills with the ability to build effective relationships and liaise across all levels both internally, externally and with people from diverse backgrounds
- Well-developed analytical and conceptual skills including the ability to resolve problems, develop solutions and achieve results, together with the ability to undertake investigations and systems related project activities.
- Take ownership and responsibility for decisions
- Ability to identify and resolve problems and make appropriate recommendations
- Well-developed organisational and time management skills with the ability to plan workload, prioritise and meet deadlines
- Demonstrated knowledge and competency in Microsoft Office Programs including Word, Excel and Outlook
- Understanding of and empathy with the values and ideals of the Brotherhood
- Ability to prioritize workload to meet deadlines
- High attention to detail and accuracy

MANDATORY EMPLOYMENT CRITERIA

- Specific work requirements include weekend work, evening shifts, public holidays, and attendance at a variety of different work locations
- Proof of eligibility to work in Australia is required
- A satisfactory Police Check is required. The Brotherhood will facilitate this process
- A Working with Children Check is required for this position. The Brotherhood will facilitate this process