

Position Description







Position Title: Payroll Administration Officer

Position Purpose

This position is responsible for providing support to the Payroll Manager for the oversight of the entire payroll function. This includes payroll queries, compliance processes, data entry and the processing and payment of all deductions (including superannuation).

Division:	Shared Services & CFO	Reports to:	Payroll Manager
		Direct Reports:	Nil
Internal Relationships:	Scope/Home@Scope Operations People & Culture ICT and Finance	External Relationships:	Third Party Service Providers, Government Departments
Delegation of Authority	Level 6	Category	Payroll
Employment Contract	Permanent	Award	Non-Award

Scope's Mission	Scope's mission is to enable each person we support to live as an empowered and equal citizen.			
Scope's Vision	<p>Scope will inspire and lead change to deliver best practice. We will:</p> <ul style="list-style-type: none"> support and listen to each person and their family. provide leadership to influence strategy and policy. deliver person driven, flexible & responsive services to build a sustainable future. build on our foundation for success through our expertise in service delivery, workforce development, quality improvement and research. <p>We will deliver better outcomes.</p>			
Scope Approach	 <p>See the person</p> <p>We listen to understand We see the potential We recognise how you do things and what you achieve We take personal responsibility We build excellent relationships with our customers and customers We understand the balance between risks and rights</p>	 <p>Do it together</p> <p>We lead in line with Scope's approach We work together to achieve shared goals We build ethical and sustainable partnerships We support each other We communicate early and honestly We share responsibility for safety</p>	 <p>Do it right</p> <p>We use systems and processes in our work We deliver quality outcomes safely and on time We understand risks and opportunities We are a financially sustainable organisation We own the consequences of our actions We take pride in the delivery of our Mission</p>	 <p>Do it better</p> <p>We develop creative solutions We review and continually improve We understand what is working and what is not We seek and respond to feedback We build capacity in all that we do We are a leader in safety</p>

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Key Functions	Key Accountabilities, Responsibilities and Deliverables
Service Provision	<ul style="list-style-type: none"> • Manage employee queries and ensure the payroll function provides an exemplary level of customer service • Monitor ServiceNow variation requests • Manage payroll inbox and liaise with outsourced payroll provider • Collation of new employee data and maintenance of employee files • Process employee and organisational/positional changes • Process Long Service Leave, Parental Leave and Special Leave requests • Monitor incremental increases • Sound knowledge of the Workers Compensation process and calculation of PIAWE rates and applicable Workcover payments • Compliance reporting including month end and financial year end reporting as required • Work in partnership with the People & Culture team to improve the delivery of services and relevant business processes • Work in partnership with Operations, ICT & Finance to ensure accurate and optimised end to end payroll processes • Ad-hoc duties and business reporting via Preceda as required
Financial Outcome	<ul style="list-style-type: none"> • No direct financial accountabilities, however, Payroll to be processed and signed off according to Scope policies.
Growth Delivery	<ul style="list-style-type: none"> • Supports growth through effective stewardship of Payroll activities and contribution to divisional goals.
People Leadership	<ul style="list-style-type: none"> • Provide subject matter expertise in the area of Payroll • Be seen as a role model of the Scope Approach • Develop and maintain excellent relationships with internal & external stakeholders
Workplace Health and Safety	<ul style="list-style-type: none"> • Responsible for ensuring that Scope complies with its legal requirements and strives for best practice in the provision of a safe workplace for all.

Selection Criteria	
Qualifications & Knowledge/ Experience	<ul style="list-style-type: none"> • Demonstrated experience in Payroll processing • Understanding of relevant Award and EBA conditions • Understanding of claims and Workers Compensation processing
Technical Competencies	<ul style="list-style-type: none"> • 2-3 years in a similar Payroll Administration role • Previous experience working with Payroll systems and processes (Preceda highly regarded) • Well-developed technical skills, including MS Office and payroll related technologies • Data processing / data input skills • Strong analytical and financial analysis skills
Behavioural Competencies	<ul style="list-style-type: none"> • Strong initiative and self-motivation • Excellent attention to detail and general problem-solving skills • Strong time management and prioritisation skills

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	<ul style="list-style-type: none">• The ability to work productively in a fast-paced deadline driven environment• Collaborative and team focused• An approachable and friendly communicator with a strong customer service focus• Ability to respond to a range of queries in a timely and results focussed manner• Strong written and verbal communication skills• Demonstrated high-level interpersonal skills to build and maintain relationships at all levels
Licenses & Accreditations	<ul style="list-style-type: none">• NDIS Worker Screening Check Clearance• Working with Children's Check (Employee Category)• Must satisfy all visa requirements for working in Australia• Driver's license (required for all roles where there is a requirement to travel to deliver services)

Authorisation:

This Position Description has been reviewed and approved by the General Manager Shared Services & CFO and is effective from the 26/08/2021.

People and Culture Authorisation

Job Evaluation Completed: _____

Position Created: _____

Organisation Hierarchy Amended: _____