

## Position Description

<b>Position Title:</b>	Senior Payroll & Benefits Officer
<b>Position Classification:</b>	Level 6
<b>Position Number:</b>	315581, 315866
<b>School/Division:</b>	Finance
<b>Centre/Section:</b>	Financial Compliance
<b>Supervisor Title:</b>	Team Leader (Payroll and Benefits)
<b>Supervisor Position Number:</b>	317837

### Your work area

The role of Finance is to support the appropriate stewardship of the University's finance through the provision of a strategic financial advice, establishment of a financial management framework, financial management tools, procurement, management of the University's Investment and Endowment portfolio, as well as financial oversight and accountability for finance and human resources administrative and transactional operations.

Finance undertakes this role through three core pillars: Financial Compliance, Financial Performance and Procurement.

In undertaking this role, Finance operates support across the University, from advising the Vice-Chancellery, Executive and Senior leadership team on strategy and performance to supporting staff and students in their purchases and travel arrangements.

### Reporting structure

Reports to: Team Leader (Payroll and Benefits)

### Your role

As the appointee you will, under general direction, coordinate the processes and procedures on UWA payroll and benefits delivery.

You will work in partnership with the broader Financial Compliance teams and Human Resources to ensure timely, accurate, efficient and compliant payroll and benefits delivery.

### Your key responsibilities

Monitor legislative and ATO changes and adjust payroll and benefits processes and systems to ensure compliance

Contribute to improving payroll and benefits processes and systems in line with the strategic directions and goals of UWA

Develop, manage, streamline and improve the payroll and benefits processes and systems, with appropriate input and support from key stakeholders

Roll out payroll and benefits process and systems improvements across the university

Interpret and apply policies, procedures and applicable legislation

Identify, investigate and resolve issues and clearing errors

Accurately deliver high volume, complex payroll, superannuation and salary packaging transactions

Provide second line advice and query resolution support

Provide payroll and benefits training and coaching to internal and external clients

Coordinate security of both data and system configuration

Monitor and prepare payroll and benefits accounts. Financial statement, compliance reporting and insights

Promote employee benefits provided by external providers e.g. health insurance etc. through ensuring coordination and delivery of seminars and information sessions for employees

Participate in various internal and external forums, including briefing sessions, to understand sector trends

Coordinate projects to achieve goals and provide high quality service

Work collaboratively with Central Unit subject matter experts to continue to ensure compliance and streamline and improve payroll and benefits process and systems

Other duties as directed

### **Your specific work capabilities (selection criteria)**

Relevant tertiary qualification or demonstrated equivalent competency

Substantial relevant payroll and benefits experience at an appropriate level

Highly developed written and verbal communication skills

Highly developed organisational skills and demonstrated ability to set priorities and meet deadlines

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet, email, integrated personnel/payroll systems and financial systems

Ability to work independently, show initiative and work productively as part of a team

Accuracy and attention to detail

Commitment to the provision of high quality customer service

Knowledge of principles of salary packaging, taxation issues, and superannuation legislation

Knowledge of Alesco payroll system would be advantageous

### **Special requirements (selection criteria)**

Current National Police Clearance Certificate

### **Compliance**

Workplace Health & Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements. Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

Inclusion & Diversity

All staff members are required to comply with the University's Code of Ethics, Code of Conduct and Inclusion and Diversity principles. Details of the University policies on these can be accessed at <https://www.uwa.edu.au/policy/home#Code>, <http://www.web.uwa.edu.au/inclusion-diversity>.