



Position Description

Position Title:	Manager Payroll
Position Classification:	Level 9
Position Number:	317837
Faculty/Office:	
School/Division:	Finance
Centre/Section:	Financial Compliance
Supervisor Title:	Head of Financial Compliance
Supervisor Position Number:	319186

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 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-Chancellor, Executive and Senior leadership team on strategy and performance to supporting staff and students in their purchases and travel arrangements.

Reporting structure

Reports To: Head of Financial Compliance

Direct Reports: Senior Payroll and Benefits Officers, Payroll and Benefits Officer, Payroll Applications Officer

Your role

As the appointee you will, under limited direction, coordinate the team responsible for UWA processes and procedures on payroll and benefits delivery.

You will work in partnership with the broader Financial Compliance teams and Human Resources to ensure timely, accurate, efficient payroll and benefits service that is compliant with legislative, industrial and policy requirements.

Your key responsibilities

Manage and lead the operations of the Payroll and Benefits team, providing support, guidance and capability building to team members

Oversee the monitoring of 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, 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 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

Manage outcomes from internal and external audit, including system and procedure change and communications

Lead and identify continuous improvement initiatives for payroll and the Finance team

Provide high level advice and query resolution support

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

Oversee and maintain security of both data and system configuration

Monitor and prepare payroll and benefits accounts

Provide financial statements, compliance reporting and insights

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

Lead and/ or support projects to achieve goals and provide high quality service

Work collaboratively with subject matter experts, Human and Staff Resources teams, Financial Services and IT 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 and extensive relevant payroll and benefits experience at an appropriate level

Experience in process improvement and service delivery

Excellent written and verbal communication skills

Excellent planning and organisational skills and demonstrated ability to meet deadlines

Ability to lead and manage staff

Knowledge of aPay (previously Alesco and Ascender) payroll system would be advantageous

Special requirements (selection criteria)

Current National Police Clearance Certificate

Compliance

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

To learn more about the University's Code of Conduct, see [Code of Conduct](#).

To learn more about Inclusion and Diversity, see [Diversity, Equity and Inclusion](#).

To learn more about Safety, health and wellbeing, see [Safety, Health and Wellbeing](#).