

POSITION DESCRIPTION

Payroll Officer

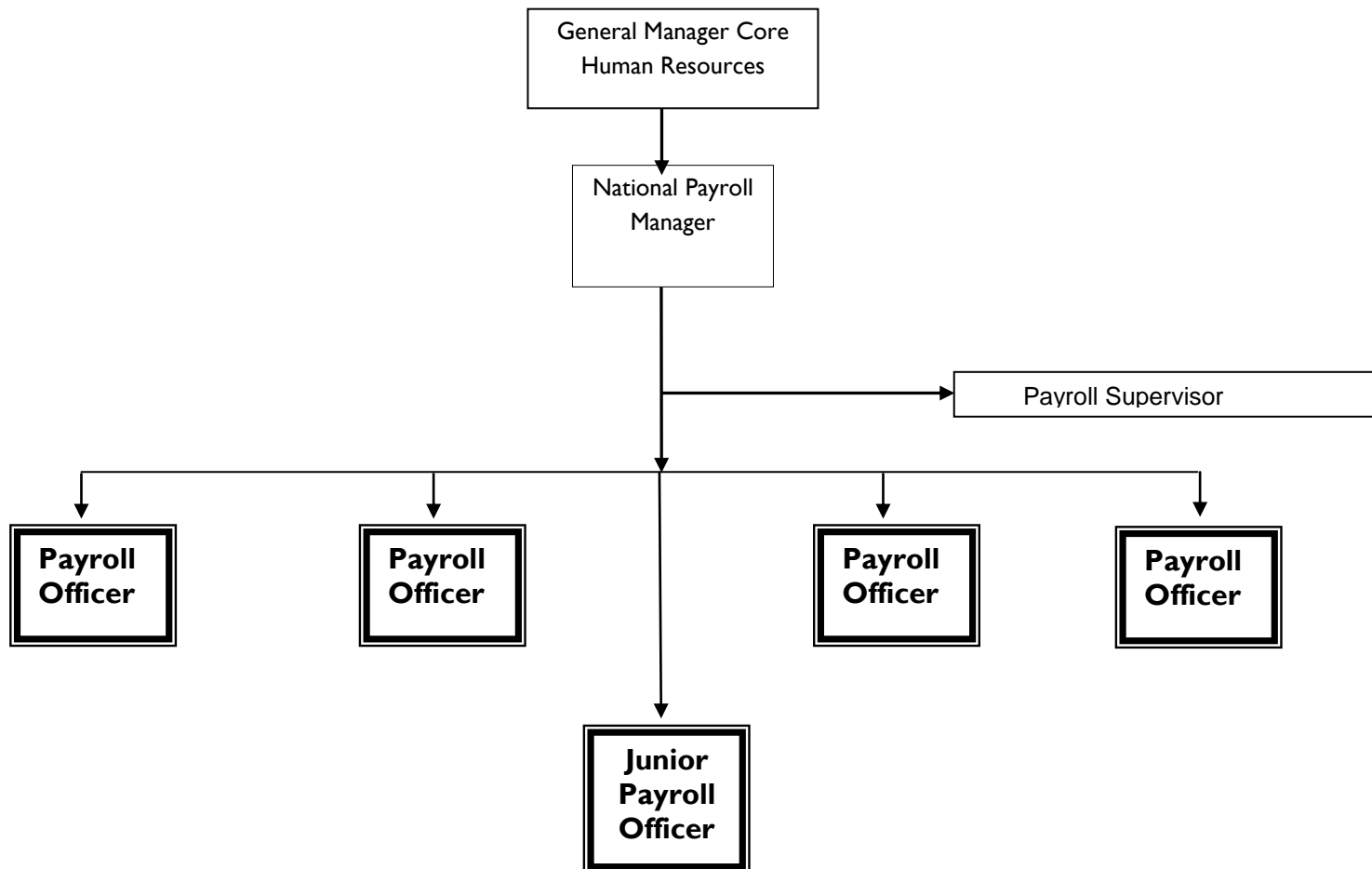


Job Title:	Payroll Officer
Responsible To:	National Payroll Manager
Responsible For:	Providing data entry and administration of the Mission Australia Payroll function.
Vision	<p><i>"This is how we know what love is: Jesus Christ laid down His life for us. So, we also ought to lay down our lives for others." (1 John 3:16)</i></p> <p>Inspired by Jesus Christ, Mission Australia exists to meet human need and to spread the knowledge of the love of God.</p>
Organizations' Core Values	<p><i>Pathways for life</i></p> <p>Our vision is to see a fairer Australia by enabling people in need find pathways to a better life</p> <p>Compassion Integrity Respect Perseverance Celebration</p>
Organisation Mission	<p>Walking alongside those in need, we help people discover:</p> <ul style="list-style-type: none">• <i>Pathways to strong families and healthy, happy children</i>• <i>Pathways through a successful youth</i>• <i>Pathways away from homelessness</i>• <i>Pathways to skills and qualifications</i>• <i>Pathways to sustainable employment</i>
Position Purpose:	To ensure accurate and efficient processing of the organization's pay runs and to observe the necessary legislation and the organisation's policies and procedures.
Key Challenges	To ensure that all paperwork received by cutoff is processed in a timely manner.
Key Result Areas	<ul style="list-style-type: none">▪ Data Processing▪ Relationship Management▪ Error Rate▪ Administration

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A. ORGANISATION CHART (What are the key reporting relationships for the role?)



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B. JOB REQUIREMENTS (What are the key activities for the role?)

Key Result Area 1	Data Processing
Key Tasks:	Job holder is successful when:
<ul style="list-style-type: none">• Ensure that all correct information received by cutoff is processed in the current payrun. This would include employee personal details.• Ensure all leave forms are processed and approved prior to payrun..• Ensure that standard operating procedures for the payroll are reviewed regularly in line with new conditions.• Ensure any terminations to be run have the necessary paperwork prior to lodging on the system.• Bringing any changes required for the running of the payroll to the attention of the Senior Payroll Officer or Assistant Payroll Manager.	<ul style="list-style-type: none">• All payroll processes are conducted on time and within set targets of accuracy.• Provide advice to clients on how to enter the data in ESS (HR21).• Provide information to the team that is required to ensure minimal errors in the payroll process.• All payruns and adhoc payments are processed within set targets.• Continuous improvement is made to payroll processes to improve accuracy, timeliness and efficiency.• Payroll manuals are kept up to date and accurate.

Key Result Area 2	Relationship Management
Key Tasks:	Job holder is successful when:
<ul style="list-style-type: none">• Develop and maintain relationships with key internal stakeholders including Finance, Human Resources, to ensure the effective functioning of the payroll process and continuous development of processes.• Develop and maintain relationship with key external stakeholders and bodies including ATO, Centrelink, CSA and Finance institutions to ensure required payroll outcomes and process development.• Effective communication of changes to organizational policies and procedures as well as legislative requirements.	<ul style="list-style-type: none">• Strong relationship are maintained with internal stakeholders with improve efficiency in processes.• Strong external relationships result in improvement of processes and accurate outcomes.• Internal and external changes are disseminated as required.

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Key Responsibility Area 3	Error Rate
Key Tasks: <ul style="list-style-type: none"> • Ensure that data entry is undertaken in an efficient manner, which will reduce the number of errors in the payroll processing and data input. • Performance is evaluated on a regular basis. • If training needs are required by centre employees pass this information onto management for their evaluation. • Through diligent work performance ensure that payroll error rate is 1% or less of total payroll. • Assist other payroll staff as required, to complete their processing in a timely manner. • Cross checking of information. 	Job holder is successful when: <ul style="list-style-type: none"> • This can be measured by the number of payroll queries being received via Microsoft Outlook. • Discuss any processing issues on a regular basis with management. • By having centre staff well trained that will mean that the proper paperwork will be forthcoming for processing. • Can be evaluated by statistical information. • Reporting by observation and discussion with the other payroll officers. • Whoever processes the information, another party should be checking it.

Key Result Area 4	Administration
Key Tasks: <ul style="list-style-type: none"> • Manage and review centre project information on a regular basis. • Ensure the correct payment of salary & wages to all employees. • Ensure correct payment of allowances to all employees. • Ensure that you follow Mission Australia's policies and procedures including EEO, Affirmative Action, Anti-discrimination and WHS. • Ensure that all reporting is undertaking in a timely manner. • Provide support in Payroll Projects that is taken to streamline payroll processes. 	Job holder is successful when: <ul style="list-style-type: none"> • The correct information is being sent for processing. training centre staff as required. • Employees have received their correct pay and entitlements. • No communications are received stating that MA's policies and procedures have not been followed. • Communication from centres reveal that all reporting has been received.

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C. PURPOSE AND VALUES REQUIREMENTS

Core Area of Responsibility	Purpose and Values
Key Tasks	
<ul style="list-style-type: none">• Actively support Mission Australia's purpose and values;• Positively and constructively represent our organisation to external contacts at all opportunities;• Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behavior at all times;• Operate in line with Mission Australia policies and practices (EG: financial, HR, etc);• To help ensure the health, safety and welfare of self and others working in the business;• Follow reasonable directions given by the company in relation to Occupational Health and Safety.	

D. RECRUITMENT INFORMATION (The essential knowledge, experience, skills and personal attributes required for the job)

Competencies

- Organizational awareness
- Values alignment
- Results oriented

Experience and Qualifications

- A minimum of 12 months in a similar role
- Working knowledge of Microsoft Office
- Working knowledge of Chris21/HR21