



## Payroll Coordinator

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|--------------------------|---|
| <b>Status:</b>           | Full-time   |
| <b>Hours:</b>            | 38 hours per week   |
| <b>Award:</b>            | MDA Enterprise Agreement 2016   |
| <b>Salary:</b>           | Level 5.1, \$76,471.20 per annum + 9.5% super + salary sacrifice option |
| <b>Reports to:</b>       | Human Resources Senior Manager  |
| <b>Contract Period:</b>  | Ongoing   |
| <b>Probation Period:</b> | Six (6) months  |

### About Multicultural Development Australia

Multicultural Development Australia (MDA Ltd.) is a leading Queensland multicultural organisation. We aim to grow multicultural values across our State and to empower newly arrived Queenslanders from diverse cultural and language backgrounds through advocacy, community development and a range of client services.

Our main objective is to create a welcoming, inclusive and economically stronger community here in Queensland. We are passionate about working to ensure that new Queensland refugees, migrants and international students are included, skilled and thriving. MDA currently has over 220 staff, 100 Cultural Support Workers and 200 volunteers.

### MDA's Character and Values

We are a value based organisation and our values alignment is key to achieving success in the Payroll Coordinator role. The principal measure of performance in this role will be the evidencing of delivery of the MDA Way (attached). The statements which provide the ingredients of the MDA Way represent our cultural values and define the expectations of MDA staff in performing their roles and interacting with clients, stakeholders and each other. An integral part of this role is to model and enhance the philosophies, attitudes, behaviours and practices defined in the MDA Way.

### About your contribution

The Payroll Coordinator will be responsible for coordinating the effective delivery of Payroll services to MDA employees, ensuring that deliverables are met and that Payroll functions are carried out in line with legislation.

### What you can expect to do

1. End to end payroll processing of a fortnightly payroll for approximately 250 ongoing and casual staff, ensuring all payroll transactions are processed efficiently;
2. Process fortnightly and month end payments, including PAYG withholding tax, salary sacrifice deductions, superannuation, relevant leave and workers compensation payments;

3. Collect, calculate and enter data in order to maintain and update payroll information and resolve discrepancies;
4. End- of-month and end-of-year payroll reporting including financial reporting and reconciliations;
5. Administration of the payroll functions of MDA's financial software system (Technology One);
6. Administration of the online time-sheeting system (Time on Line);
7. Identify and streamline process improvements, including interpreting MDA's Enterprise Bargaining Agreement and translating business requirements into payroll strategy;
8. Work with the Human Resources team to continuously improve payroll policies, procedures and administrative processes; and
9. Other duties as required by the Human Resources Senior Manager.

In addition to the duties listed above all MDA staff are expected to:

1. Respect and abide by the vision, mission and values of the organisation;
2. Ensure that their conduct is consistent with provisions of the MDA Code of Ethics and Conduct;
3. Comply with the provisions of relevant MDA policies and procedures;
4. Comply with the provisions of MDA's Workplace Health and Safety framework including policies, procedures and safe work systems that relate to their role, program area or MDA as a whole. Information and training will be provided to successful candidates;
5. Carry out general administrative functions related to their role and to the effective and efficient functioning of MDA as a whole. This will include the use of computer-based calendar and information management systems.

Induction training relating to policy and procedures, workplace health and safety and MDA administrative systems will be provided to successful candidates on appointment. Additional training in relation to IT systems and software will also be provided to successful candidates where necessary.

## **What we need from you**

### ***Essential Skills/Experience***

- A minimum of five years' experience in a similar role;
- Extensive payroll experience with a strong understanding of the end to end payroll process;
- Experience in data migration using well developed Microsoft Excel skills;
- Knowledge of current legislation (Superannuation, Industrial Relations, Taxation, Payroll etc.) impacting on the employment relationship;
- Highly developed problem solving and analytical skills;
- Exceptional influencing and communication skills across all levels of an organisation;
- A high level of professionalism in all aspects of work;
- The ability to work under pressure and meet deadlines with exceptional attention to detail; and
- Strong data and change management skills.

### ***Desirable Skills & Experience***

- Experience utilising Technology One financial management system; and

- Possession of, or willingness and eligibility to obtain, a Blue Card (Working with Children Suitability Card in accordance with the *Commission for Children and Young People and Child Guardian Act 2000*) and Police Clearance Check.