



Position Description



Payroll Officer Wesley People & Culture

Agreement

Signed – Payroll Officer

Signed – Payroll Manager

Date

Date

Payroll Officer

Payroll, Wesley People & Culture

This position description should be read in conjunction with Wesley Mission's Policy and Procedures, Chart of Delegations, Organisation Chart and appropriate standards and regulations which are applicable to the operations.

1.0 Objectives

- 1.1 The core responsibility of this role is to assist in the effective and efficient operation of the payroll function for the organisation.

2.0 Professional Responsibilities

- 2.1 As directed by the Payroll Manager and other senior members of the team, perform other duties not inconsistent with the functions and role of a Payroll Officer
- 2.2 Stay abreast of all relevant legislation and Award changes

3.0 Relationships of the Payroll Officer

- 3.1 Reports to the Payroll Manager, Wesley People & Culture
- 3.2 Works with the Payroll Team and wider HR Department, including HR Operations, Work, Health and Safety, Learning and Development
- 3.3 Works with managers and employees in the allocated industry groups and wider organisation
- 3.4 Outside the Organisation: Uniting Church staff, Industry / Employer organisations, Government Departments, other service providers, and industry organisations

4.0 Responsibilities of the Payroll Officer

General Responsibilities:

- 4.1. Ensure the accuracy of employment records is of a high standard
 - 4.1.1. Set up new employees including appropriate taxation and superannuation requirements in line with legislation and employee declaration
 - 4.1.2. Maintain the accuracy of employee history and personnel records
 - 4.1.3. Process all personnel variation forms, leave forms, change of bank details forms etc. as necessary
- 4.2. Process required functions of the fortnightly payroll cycle
 - 4.2.1. Ensure time sheets, leave forms and other related forms are accurately completed and processed

- 4.2.2. Check pay results of employees to ensure remuneration is in line with the relevant industrial instrument
- 4.2.3. Calculate and process Workers' Compensation payments
- 4.2.4. Respond to and resolve all pay queries including back payments and over payments
- 4.3. Process all termination entitlements and provide employees with payslips, Centrelink Separation Certificates etc. as necessary
- 4.4. Ensure all Workers' Compensation responsibilities are attended to – completion of PIAWE forms, Wage Reimbursement Schedules, respond to WHS queries, requests for information.
- 4.5. Maintain strict confidentiality of personal information

Administrative Responsibilities

- 4.6. Ensure personnel files are accurately maintained on a fortnightly basis including filing and archiving
- 4.7. Provide employees where required with payslips on a fortnightly basis and as requested
- 4.8. Provide employees with correspondence confirming details of their remuneration as requested

Work Practices

- 4.9. Attend all Payroll team meetings as directed by the Payroll Manager
- 4.10. Attend all relevant training as directed by the Payroll Manager
- 4.11. As an employee, be responsible under the Work, Health and Safety Act for the health and safety of all persons they come into contact with, during employment. All hazards and injuries must be reported through the normal process as set out in Wesley Mission's Occupational Health, Safety and Rehabilitation Quality Management System and site procedures
- 4.12. Participate in the review and maintenance of industry specific and ISO 9001 standards, as per Wesley Mission's Integrated Management System
- 4.13. To participate, at least annually, in Wesley Mission's Employee Contribution & Development (ECD) Process
- 4.14. To participate in Wesley Mission's Orientation program, so as to gain an understanding of the application of the EEO, Affirmative Action, Privacy Act, Work, Health & Safety Act and other relevant legislation