

Position Description

SENIOR PAYROLL OFFICER

Location:	Milton, Brisbane	Reports To:	Finance & Business Analytics Manager
PD Date:	May 2022	Salary Range:	Negotiated

About us

Act for Kids is a prominent provider of prevention, professional therapy and support services for children who have suffered abuse and support for families at risk. With over 25 centres nationally, we have supported thousands of children and their families for more than 30 years. In 2020 - 2021 we provided services to 40,360 people, including over 25,900 children.

Our unique multidisciplinary teams provide integrated therapy, sexual abuse counselling, safe houses in remote Indigenous communities, information, advice and referral services, intensive family support and preschools designed for children with additional development needs to ensure we set them up for success at school

About our commitment

- Our vision is that all kids have a safe and happy childhood, free from abuse and neglect.
- We are a child safe organisation and all children who come into contact with our services will be provided with a welcoming and safe service.
- We prioritise working with Aboriginal and Torres Strait Islander peoples to grow our cultural expertise and deliver excellent services to children, families and communities.
- We endeavour to provide a work environment that ensures the health, safety and wellbeing of all team members is embedded in our everyday work practices.

About our values

At Act for Kids our exceptional organisational culture is aligned to our values. You will be part of a **team** that is **professional, ethical, caring, courageous** and **collaborative** and we expect you to demonstrate these behaviours throughout your career with us.

About the position

Reporting to the Finance and Business Analytics Manager and working closely with the Finance team, this role will ensure the processing and payment of payroll, superannuation and related transactions occurs in a timely and accurate manner, as well as providing payroll related services to internal and external stakeholders.

Key responsibilities

- Ensure the processing of all payroll, superannuation and related transactions in a timely and accurate manner.
- Address payroll queries and provide payroll analytics, reports and information to internal and external stakeholders as required in a timely and professional manner.
- Maintain and update all payroll related internal and external databases including payroll system, HR system, superannuation management and processing system, government and ATO portals.
- Review the completeness of approved payroll workflows including timesheets, leave applications and change of employment details.
- Develop and implement payroll policies, procedures and practices, and contribute to continuous improvement initiatives.

- Provide advice and education to team members on payroll policies, processes and procedures as required.
- Maintain current knowledge of payroll legislation and regulations so as to alert the Finance and People and Culture team of any relevant changes; and prepare and implement these changes in a timely and effective manner.
- Understand and interpret relevant employment awards and national employment standards, and ensure that our payroll and HR system set up and configurations reflect the interpretations.
- Maintain accurate leave entitlement records for all team members.
- Administer a paperless payroll records system to enable retrieval of payroll information.
- Ensure that all employment information is updated in a timely and accurate manner.
- Ensure that reconciliations of payroll and associated records are carried out monthly.
- Maintain accurate records for audit purposes.
- Comply with all Act for Kids policies and procedures.
- Maintain confidentiality and privacy in all matters relating to team members, clients, and procedures.
- Fulfil other tasks that your manager/s may reasonably ask you to perform.
- Act as a client/customer focused, values based team member and work collaboratively with other staff to achieve strong results across all activities at Act for Kids.
- Ensure behaviour during all work interactions is aligned to our values of being *professional, ethical, team oriented, caring, courageous* and *collaborative*.

About you

Qualifications

- Evidence of payroll or other relevant professional development and training is advantageous.

Skills and experience

- At least 6 years' experience in a similar role.
- Proficient in the use of Sage MicrOpay Meridian.
- Current knowledge of PAYG and related income tax legislation.
- Strong knowledge of and experience in interpreting and applying modern award conditions and national employment standards.
- Experience using ConnX or other similar HRIS integrated with payroll systems.
- High level of competency using Microsoft Office applications.
- Accuracy, attention to detail, ability to problem solve and meet deadlines.
- Warm, authentic style with an ability to connect with people from a diverse variety of backgrounds.
- Proactive and professional with an outstanding customer focused approach.
- Ability to be flexible, remain calm and positive during periods of high volume.
- Understanding of and complete commitment to confidentiality.

Other requirements

- Eligibility for a positive Working with Children Check in the applicable state of employment in Australia or exemption based on professional qualifications and registration.
- Current driver's licence.
- Applicants must be eligible to legally work in Australia and proof of eligibility may be requested.
- Fully vaccinated with the prescribed doses of an approved vaccine against COVID-19 or have an approved medical exemption