

Position Description

Position Title	Officer - Payroll	Department	People , Technology and First Nations
Location	Flexible	Direct/Indirect Reports	No Reports
Reports To	Senior Manager – Payroll, Remuneration & Benefits	Date Revised	April 2024
Industrial Award	Social, Community, Home Care and Disability Services Industry	Award Level	4
Job Level	Individual Contributor	Red Cross Job Grade	4
Job Requirements (licenses / compliance screening) <i>Screening is required prior to commencement. Renewals may also be required during your employment in order to comply with specific contractual or legislative requirements.</i>	Police Check - every 5 years	Job Evaluation Number	36903
Special Measures			

Position Summary

The position is to provide accurate and timely processing of the Australian Red Cross payroll. This position will support with all payroll related enquiries from employees, third party providers and internal key stakeholders.

Position Duties

Key Responsibilities/Accountabilities

- Comply with relevant Awards and Legislation
- Ensure accurate payroll transaction processing inclusive of variations, new hires, terminations, leave, password resets
- Maintain accurate payroll records of all employees
- Processing of termination and redundancies
- Provide support in the pay production process by the reviewing relevant payroll reports.
- Resolve payroll related enquiries
- Provide support and advice to People & Culture (P&C) team in relation to payroll and entitlements
- In consultation with the Manager continually identify strategies to improve and expand services in line with the Red Cross Strategic direction and best practice

- Perform other duties, tasks and activities associated with this role as reasonably required by Australian Red Cross

Key Relationships

- P&C
- Finance
- External vendors, such as Australian Taxation Office

Person Requirements

Key Behavioural and Technical Capabilities

- Demonstrated sound technical knowledge and expertise in general payroll practices, procedures, operations, and legislation
- Ability to build strong customer and client relationships and deliver customer-centric solutions. Take ownership and identify solutions rather than waiting for others to take the lead
- Achieve the best outcomes by bringing people together to work towards common goals (both internally and with external partners)
- Ability to manage time, set priorities, plan and organise their own work
- Sound analytical skills and demonstrated ability to assess, evaluate and solve problems generally found in policies and practices
- Ability to work under general direction from senior employees within clear objectives and work with others to reach common goals, sharing information, supporting and building positive and constructive relationships
- Proven ability to provide high quality service to internal and external stakeholders. Timely respond to client feedback in a constructive manner
- Ability to identify and raise issues regarding ineffective work pro active and take initiative to improve them
- Sound understanding of Modern Awards
- Communication and interpersonal skills
- Sound skills in Microsoft Office tools, such as outlook, word and excel

Experience

- Sound discipline knowledge gained through experience, training or education of general payroll practices, procedures, operations, and Legislation
- Proven experience in payroll processing within a high-volume environment

Qualifications

- Relevant four year degree with one year relevant experience or three year degree with two years of relevant experience or lesser formal qualifications with substantial years of relevant experience in payroll processing

Wellbeing, Health & Safety

It is our vision to be harm free and committed to providing and maintaining a safe and healthy environment for volunteers, members, staff, contractors, clients, customers, and others who may be involved in our work. Our Wellbeing Health and Safety direction is aimed at building a 'safety mindset' into our daily work, assessing and reducing risk, reporting hazards and incidents, and providing Red Cross people with a positive, healthy workplace.

- Identify and understand the current and future risks involved in undertaking your role and service delivery activities, then competently manage those risks so that everyone is safe.
- Comply with the Work Health and Safety management system.

Our Commitment

At Australian Red Cross we:

- Adhere to the 7 fundamental principles of Red Cross
- Act at all times in accordance with Australian Red Cross Code of Conduct (Our Code) and Child Protection Code of Conduct and applicable policies
- Strive to create a safe and inclusive culture with wellbeing at its centre. We embrace diversity and welcome Aboriginal and Torres Strait Islander people, and people with different lived experiences, abilities, gender, ethnicity, age, and sexual orientation. We are a child safe organisation with zero tolerance of any harm to children. Our vision is to be trusted as the leading humanitarian organisation making a genuine difference in the lives of people and communities.