

Position title	Payroll Officer
Reports to	Finance Manager
Award agreement	Victorian Stand- Alone Community Health Services (Health & Allied Services, Managers & Administrative Officers) Multiple Enterprise Agreement 2017-2021
Classification	Admin Officer Grade 3

About Your Community Health

Your Community Health (YourCH) is a progressive, high quality, independent community health service. It provides a wide range of community-based health and social support services including primary care, allied health, oral health, mental health, harm reduction, social support and health promotion services. Our three comprehensive health centres are located in Darebin, but we are here for everyone in the diverse communities across Melbourne. We work in partnership with our communities and other services using a combination of outreach, home-based and centre-based activities and co-located services.

More information is available at: www.yourch.org.au

Vision	Health and wellbeing for everyone
Purpose	We partner with people and communities to deliver health and wellbeing services and promote equity
Our organisational values	Courage • We are progressive • We are creative and resourceful • We challenge the status quo for the benefit of our communities Empathy • We are caring and inclusive • We celebrate and value diversity • We work collaboratively and respectfully Integrity • We are ethical, honest, reliable and fair • We listen and are accountable to our communities • We earn and build trust Achievement • We are outcomes-focused • We are adaptable and always learning • We continuously improve

Statement of Inclusivity

Your Community Health is committed to providing an inclusive and accessible environment where people and communities of all identities and backgrounds (including but not limited to, ethnicity, faith, socio-economic circumstance, sexual orientation, gender identity, ability, bodies, migration status, age and Aboriginal and Torres Strait Islander descent) are accepted, safe and celebrated. We achieve this through the guidance of our values and principles.

Your Community Health understands the need to ensure that meaningful inclusion is built into the organisational DNA and to create an environment that attracts team members that reflect the communities we serve.

Your Community Health look to actively encourage members applications from of the LGBTIQ+, Aboriginal and Torres Strait Islander peoples, Disability, culturally and linguistically diverse communities and those with lived experience in areas in which we work. We work to address barriers in full participation.

About the Finance and Payroll team

The Finance Team is integral to supporting the operations of YourCH and is responsible for strategic financial oversight and advice, financial management and budgeting, accounts payable and receivable and payroll. The team sits within the Corporate Services Directorate. As part of YourCH we are passionate and enthusiastic staff working towards our vision of a health and wellbeing for everyone and creating an environment that is inclusive and representative of the communities in which we serve.

Position Purpose

The Payroll Officer is responsible for providing efficient and effective payroll services to staff including the calculation of accurate wages and salaries by creating and maintaining personnel and payroll records, in accordance with the relevant Awards, Agreements and legislative requirements. The Payroll Officer provides advice on conditions of employment and payroll issues, ensuring all staff are paid correctly and on time.

Position responsibilities

- Processing of fortnightly payroll within agreed timelines, ensuring compliance with awards, leave entitlements and accuracy of time sheets.
- Review, maintain and accurate input of data into the payroll system (currently ELMO), including entering new employees, update of work patterns/employment conditions, annual increments/pay increases, leave, workers' compensation, salary packaging and terminations.
- Answering routine payroll questions or collecting factual data to provide answers and resolve queries from, and provide accurate and consistent advice to, managers and staff on conditions of service, entitlements, and policy according to relevant Awards, Acts and Agreements, including salary, leave, allowances, deductions and superannuation.
- Assisting in the calculation of special payments or preparation of reports and audits as required.
- Monitoring the performance of the payroll system (ELMO) and payroll procedures, making recommendations on enhancements to work processes to ensure optimal system functionality, increasing accuracy and efficiencies.
- Ensuring payroll processes are appropriately documented, ensuring accuracy, compliance and interpretation with awards, legislation, policies and organisational requirements.
- Interpreting organisational policies and government regulations affecting payroll procedures.
- Providing subject matter expertise regarding payroll administration and engaging with external experts to ensure compliance with superannuation, taxation, employment and other legislation.
- Entering payroll-related journals and transactions into the finance systems.

- Preparing balance sheet reconciliations for payroll accounts and resolving any balance sheet items in a timely manner.
- Determine with the business reporting requirements and ensure delivery of agreed reporting is maintained.
- Accurate preparation and presentation of payroll analysis and reporting.
- Project lead any systems/process changes impacting on the payroll application to ensure effective and compliant delivery.
- Maintain up-to-date knowledge of changes to relevant Awards, Acts and Agreements including salary, leave, allowances, deductions and superannuation.
- Support the Finance Manager and Chief Financial Officer in the development and delivery of continuous improvement within payroll to meet the business needs.
- Cross training of staff in payroll and providing support and back-up for the Accounts Team as required during end of month or leave periods.
- Preserve confidentiality of all staff.
- Other duties as required.

Position requirements (qualifications, skills, knowledge and attributes)

Qualifications, Registrations and Licenses

- Hold and maintain current Australian driver's licence

Skills and competencies

- Demonstrated experience in a payroll position with significant award interpretation duties.
- Proven experience in interpreting and applying industrial instruments.
- Problem solving and analytical skills with the ability to work through issues with some complexity.
- Excellent communication and interpersonal skills with the ability to communicate across all levels of the organisation.
- Attention to detail and a high level of accuracy.
- Strong interpersonal, numerical, analytical, written and verbal communication skills, to provide effective presentation and explanation of payroll matters.
- Flexibility in managing changing priorities, deadlines and opportunities.
- Effective negotiation and influencing style with great relationship building skills.
- Ability to identify risk, solve problems and manage multiple priorities.
- High levels of resilience and the ability to work in high pressured situations.
- A track record of delivering ongoing continuous improvements.

Expected behaviours for all YourCH team members and volunteers

- Support the provision of services that are inclusive, safe and high quality
- Maintain staff, volunteer and client confidentiality at all times
- Work in partnership with the community, clients and staff to achieve our vision
- Ensure an inclusive, safe workplace for clients, visitors, volunteers and staff
- Work in accordance with Your Community Health Policies and Procedures.

General

- Your Community Health requires declarations and personal information relevant to employment. The collection and handling of this information will be consistent with the requirements of the Information Privacy Act 1988.
- The successful applicant is required to provide evidence of eligibility to work in Australia.
- Employment is contingent on a satisfactory Police Records Check, valid Working with Children Check and NDIS Worker Screening check clearance (when required). Where the preferred applicant has lived or worked overseas for a continuous period of 12 months or more within the past 10 years, they are required to provide an international police check for all countries that they have lived in for that period.
- Applicants who are not currently employed by Your Community Health are required to complete a Pre-existing Illness/ Injury Declaration Form.
- Management, in consultation with the staff member, reserves the right to modify this position description when required.

Relationship to Performance Development and Review Plan

This position description operates in conjunction with, and forms part of the relevant individual Performance Development Review Plan aligned to the organisational Strategic Plan. An initial performance review will take place six months following commencement of employment and then on an annual basis

Your Community Health is an equal opportunity employer and encourages individuals of diverse backgrounds including those from the Aboriginal and Torres Strait Islander, Disability, Culturally and Linguistically Diverse and LGBTIQ+ communities to apply.