



position description

Job Title:	Payroll Officer
Position ID:	2004
Location:	Yuggera/Tuurbal Milton
Division/Programme:	People & Culture
Immediate Manager:	Payroll Manager

about us

yourtown is a trusted provider of services for young people, with a focus on mental health and wellbeing, long-term unemployment, prevention of youth suicide, child protection, as well as support for those experiencing domestic and family violence.

We exist to help young people realise they can tackle whatever life throws at them. To believe in their unique strengths, tenacity and self-determination, to identify and create the path they want for themselves.

Our goals are achieved through genuine collaboration with community, we depend on the support of donors, sponsors, governments and Art Union supporters to fund our vital services, to give children and young people the confidence to rise up and keep moving forward to achieve their potential.

yourtown has a zero-tolerance approach to abuse and we believe that Safeguarding is a shared responsibility of all, for all.

purpose of the position

The Payroll Officer administrates payroll and related processes in a timely and accurate manner. The Payroll Officer is responsible for end to end payroll processes and all associated tasks.

responsibilities

May include, but are not limited to:

- Ensure timely and accurate payroll processing and administrative tasks related to payroll including but not limited to:
 - Superannuation
 - Salary packaging
 - Workers compensation etc
- Processing all employee changes in an accurate and timely manner and ensuring new starter data entry is correct, deductions, taxes and adjustments are applied correctly.
- Processing of terminations and payroll adjustments.
- Apply the BoysTown Enterprise Agreement, Fair Work NES Standards, Common Law Contracts and relevant Awards, ATO requirements and all other legislative requirements.

- Conduct timely and accurate end of month and end of financial year payroll processes including assisting in reconciliations and income statements.
- Preparation of payroll and general HR correspondence including client wage summaries, separation certificates, Centrelink reports etc.
- Respond promptly to payroll inquiries and resolve any discrepancies or issues in a timely manner.
- Demonstrate an understanding of and meet the requirements of the position and all performance expectations including:
 - Maintaining currency of knowledge with regards to relevant legislation, professional practice and emerging trends to ensure advice is current and effective.
 - Participating in other duties and cross-functional teams as may be required, in order to achieve efficient and effective **yourtown** services.
 - Participating in and meeting the expectations as agreed pursuant to the Organisational Performance Framework.
 - From time to time assist in other locations and travel intrastate, or interstate, as required.

at **yourtown** our team members:

- Adopt a culture of individual and organisational accountability, shared mission, mutuality of respect and responsibility, growth mindset and continuous improvement.
- Invest in their own ongoing professional development and leadership capability through active learning, seeking and giving feedback, and participating in **yourtown** leadership impact opportunities.
- Solve team and organisational problems using a super team approach leveraging cross functional capabilities and skills with diverse thinking to create a future ready workforce.
- Engage respectfully and meaningfully with Aboriginal and Torres Strait Islander communities, stakeholders, clients, and colleagues. Actively support initiatives identified in **yourtown's** Stretch Reconciliation Action Plan 2023 – 2025.

selection criteria

Essential knowledge, skills, abilities:

- Demonstrated end to end payroll processing experience in a medium to large organisation and all associated tasks.
- Three + years of experience in a similar and relevant position.
- Excellent written and spoken communication and interpersonal skills with a strong customer service focus.
- Strong numerical ability and data entry skills with high attention to detail and accuracy.
- Ability to work to deadlines and manage competing priorities and own workload effectively.
- A demonstrated understanding of payroll legislation and processes.



- Intermediate skills in Microsoft excel.

requirements

The Payroll Officer must always:

- Comply with the relevant state or territory requirements for working with children.
- Maintain satisfactory National Criminal History Check.
- Comply with **yourtown's** immunisation procedure.
- Demonstrate conduct compliant with **yourtown's** Code of Conduct.
- Maintain confidentiality and discretion in all matters.
- Align to the mutuality of safety and wellbeing for self and others in all **yourtown** workplaces and work related activities.
- Uphold the **yourtown** safeguarding commitment in every aspect of their role.

Review and Version Control				
Version	Authorised by	Approval Date	Effective Date	Comment
1.1	HR Manager	13/02/2024	13/02/2024	13/2/24 – Moved to updated template with updates & changes made by manager.