

Position Description Payroll Officer

Introduction

Brisbane Girls Grammar School is a leading educational institution for young women in Australia. Established in 1875, it is one of the original Grammar Schools in Queensland and as such enjoys an outstanding reputation combined with a proud tradition of women's achievements. The School is a leader in providing educational services and this key position will add value to the organisation and its operations.

Reporting to the Director of Finance, who is directly responsible to the Chief Financial Officer and in turn the School Principal, the Payroll Officer is be a member of the Finance team.

The Position

In summary the position entails the following key components, but is not limited to them, and other duties will be allocated from time to time as required.

Payroll Responsibilities

- All functions associated with the preparation and completion of each authorised pay run
- Calculation of employment termination payments
- Updating employee contract/salary changes as approved by the Principal or Board approved Enterprise Agreement increases
- Ensuring all incoming forms such as timesheets, are verified and approved by the appropriate supervisor; follow up of any outstanding forms
- Assisting management with review of fortnightly payroll reports
- Payment to superannuation funds on a monthly basis including notification of new and terminating employees and reconciliation of superannuation reports
- Provision of information to the Australian Taxation Office in relation to PAYG, withholding and TFN declarations
- Payment of salary packaging amounts, union fees, child support, social club contributions and other payroll related items
- Maintenance of ESP module
- Entering General Ledger journals in TASS and reconciliation of the Salary Clearing account to the Payroll costing each month
- Maintenance of payroll files and records, including regular filing of correspondence and forms
- Liaison with staff in relation to any payroll matters or queries relating to employee entitlements
- Liaison with senior management and the HR office in relation to appointment and termination of employees, leave entitlements and other payroll matters
- Preparation of annual staff establishment budget, in conjunction with senior management and the HR office
- Assistance with the induction of new staff including detailed briefing on payroll forms and processes
- Understanding, interpreting and applying the School's Enterprise Agreement and relevant Awards

- Monitoring changes in best practice payroll processes and, subject to approval, implementing the processes within the School
- Striving to provide the School with a high quality, professional payroll system
- Year-end payroll compliance including preparation of Payment Summaries and related reconciliations
- Assisting external auditors with year-end testing of payroll systems and transactions
- Calculation of year end employee provisions, in accordance with the accounting standards
- Ensuring compliance with legislation and employment conditions
- Daily reporting of Professional Staff absences
- Preparation of ABS Statistics reports as they relate to wages, salaries and staffing numbers
- Keeping knowledge of legislation that affects the payroll up to date by research and subscriptions as well as attendance at various workshops and training seminars
- Providing accurate and timely payroll information and reports to Senior Managers as needed e.g. Board of Trustees' reports, Equal Opportunities for Women, Enterprise Bargaining
- Assisting with the implementation of new systems that affect the payroll process

Finance Responsibilities

- In Accountant's absence, and payroll allowing, preparation of daily bank reconciliations and monitoring daily cash flow requirements
- In the absence of Finance Officer, and payroll allowing, assisting with the following functions:
 - Daily banking of tuition fees, enrolment receipts, confirmation fees, donations, commercial debtors and sundry income
 - Preparation of official receipts for new enrolments and confirmation fees
 - Processing of invoices for payment, including checking GST compliance of invoices and ensuring correct tax coding of invoices on entering into TASS, the School's database
 - Preparation of payment runs. Assisting with other functions in the Finance Office, as required
- Reception relief, as required

Essential Qualifications and Experience

- Certificate III in Business or relevant qualification
- Skilled to manage the full payroll function with at least five years' experience in a medium to large size organisation, displaying the following attributes:
 - Proficiency of payroll principles, practices, regulations and procedures
 - Proficiency of basic accounting practices and procedures
 - Skilled in evaluation and analysing payroll activities and practice methods
- Practical application in computerised payroll systems, preferably Micro Pay Meridian, including the ability to:
 - Understand, interpret and apply the School's Enterprise Agreement and other relevant awards
 - Take corrective action to ensure payroll information is accurately recorded

- The ability and commitment to:
 - Maintain strict confidences on matters associated with the School's financial operations and payroll
 - Enhance existing knowledge and skills
 - Readily embrace and implement the benefits of new technology where appropriate
 - Work with minimal supervision
 - Assume additional responsibilities in the absence of other Finance Office staff
 - Strive to achieve Best Practice in all duties associated with the position
- Skills in practical application of computerised payroll systems preferably, Micropay as well as Microsoft Windows Word, Excel and Outlook
- A proven ability to:
 - Work collaboratively and effectively in a team
 - Prioritise tasks efficiently and manage time effectively
 - Learn and apply new concepts quickly
 - Liaise professionally with staff
 - Work under pressure and manage deadlines
- Excellent communication skills and customer service
- High level of organisation, accuracy and efficiency
- High degree of initiative and enthusiasm
- Ability to obtain a Working with Children Check and valid Blue Card