



POSITION DESCRIPTION: SENIOR PAYROLL OFFICER (ASO3)

ORGANISATIONAL CONTEXT

Organisational Role

The [Department of Treasury and Finance](#) supports the Government's key economic, social and financial policy outcomes through the provision of advice and coordination of resource allocation for Government programs. The Department also provides financial and support services to the Government and the community, covering asset and liability management, collection of state taxes, insurance, superannuation, strategic procurement, contract management and vehicle fleet management.

Our values statement clearly identifies how our people will behave to support the strategic direction of the Department. This information is clearly identified in the Department's [Corporate Plan](#).

Business Unit Role

[Shared Services SA](#) will deliver corporate and business services more efficiently to all government portfolios. The shared services entity will consolidate and improve the delivery of internal administrative services by developing simpler, faster, more robust and efficient processes and systems.

Our values (Honesty, Team Spirit, Trust, Boldness and Respect) dictate the way we interact with each other, with our Clients and guide the way that we make decisions. They form the fabric of our culture, permeating every aspect of our organisation.

ROLE OF SENIOR PAYROLL OFFICER

Purpose

The Senior Payroll Officer is accountable to the Payroll Manager through the Team Leader for providing accurate, timely and efficient payroll services to SA Government employees; for complex payroll calculations and transactions and; for providing a mentoring and support role to Payroll Officers as required. The Senior Payroll Officer is required to assist in the timely preparation of payroll related data, statistics, and other reports from the Human Resource Management System.

The Senior Payroll Officer will assist in the provision of an advisory and consultancy service to management and staff on a range of payroll related matters.

Special Conditions

Work Status and Requirements	Incumbents must hold current Australian work eligibility status and may be subject to a criminal history check.
Location:	Adelaide Metropolitan
Qualifications	Not Applicable
Out-of-hours work	May be required
Travel	Intrastate and interstate travel may be required
Work Arrangements	Employee Services will operate between the hours of 7.00 am to 7.00 pm.
Performance Management	Incumbents are required to participate in the Shared Services SA Performance Management Program.

Reporting and Working Relationships

The Senior Payroll Officer is accountable to the Payroll Manager through the Team Leader. The Senior Payroll Officer must work as part of the wider Shared Services SA Employee Services team and liaise with appropriate staff within Shared Services SA and client agencies.

The Senior Payroll Officer will:

- Ensure the operational aspects of payroll processing and associated activities, including salary disbursement, overpayment recovery, leave management and reporting are accurate and delivered within appropriate timeframes and comply with relevant legislation.
- Coach, mentor, train and coordinate the activities of relevant staff within Employee Services.
- Prepare complex payroll and human resource information for data input and assist with checking, quality control and maintenance of records to ensure accuracy, service quality and data integrity.
- Assist the organisation to meet its taxation, superannuation and other legislative and statutory obligations through processing and preparation of returns, related reports, forms and other documentation as requested.
- Provide a responsive, accurate client advisory service on payroll matters, resolve difficult enquiries and assist in identifying payroll errors and implementing corrective action where required to ensure employee payments are processed accurately and database integrity is maintained.
- Provide and promote service excellence and foster effective teamwork and business relationships.
- Contribute to the application and monitoring of HR practices, principles, and delegations.
- Contribute to process improvement by participating in a range of payroll and service delivery reform activities.

TECHNICAL OR EXPERT KNOWLEDGE/EXPERIENCE

(Candidates should address the following points as part of their application).

- Sound numeracy skills, attention to detail and accuracy
- Experience in payroll, and the use of a computerised payroll system (eg CHRIS), or other relevant database
- Personal and people management abilities including supervision, team building and conflict resolution
- Proven ability to work effectively either as an individual or member of a team and relate effectively with staff on all levels
- Proven ability to communicate, both orally and in writing, in a clear and concise manner
- Proven ability to quickly learn new information, processes and procedures
- Proven ability to meet deadlines and identify and deal with problems
- Experience in the use of Microsoft Office suite of products