



Position	Financial & Payroll Officer	
Directorate	Corporate & Community Services	
Department	Finance	
Responsible To Position	Financial Accountant	
Responsible For Staff Directly	0 Staff	
Responsible For Staff Indirectly	0 Staff	
Position Code	2202	
Targeted Employment Position	No	
Position Status	Permanent	Full-Time
Standard Hours of Work	35 Hours Per Week	
Grade	4	
Current Salary Range	\$53,465.75pa -\$62,551.15pa	
Superannuation	9.5% Employer Superannuation Guarantee Contribution	
Allowances	Nil	
After Hours Required	No	
Document Review Date	December 2015	
Working with Children Category	3	
Document Reviewed By	Financial Accountant	
Job Location	Ashfield Civic Centre, 260 Liverpool Road. Ashfield	
TRIM Reference #	15/62290	

Position Purpose
<p>The purpose of this position is:</p> <ul style="list-style-type: none"> <li>To provide an efficient and effective payroll service for the benefit of Council and its staff with superior customer service.</li> <li>To provide support for Council's Finance and Human Resources functions.</li> <li>Ensure robust financial controls are in place.</li> </ul>

Key Working Relationships
<p><b>Key contacts within Council</b></p> <ul style="list-style-type: none"> <li>CFO and Finance Staff</li> <li>Human Resources Staff</li> <li>Directors / Department Managers</li> <li>Council Staff</li> </ul> <p><b>Key contacts external to Council</b></p> <ul style="list-style-type: none"> <li>Banks</li> <li>Superannuation Funds</li> <li>Child Support Agency</li> <li>Unions</li> <li>Health Funds</li> <li>Debtors</li> </ul>

Signature:

Date:

## Key Areas of Responsibility

### 1. Control and Co-Ordinate Council's Payroll Services

Have either a thorough working knowledge (or an ability to rapidly obtain) of the various sections of the Local Government (State) Award & NAPSA.

Processing of timesheets through the computer system, ensure program areas lodge their times sheets to meet the cut off time and filling of documentation into TRIM.

Preparation and calculation of staff annual, long service leave, time in lieu and termination payments, and maintain employee leave computer and manual records.

Checking the payroll reports ensuring all the processed payroll information is correct and coincides with the information on the time sheets.

Ensure all annual, sick and long service leave forms and any claims for overtime are appropriately approved by the relevant officers prior to processing.

Ensure the information on the final payroll report balances with that forwarded to the various banks through the computer system.

Communicate with all levels of staff and provide them with response or explanations for any queries and problems relating to their payroll or leave records. Prepare and send correspondence relating to Council's Payroll service and leave entitlements

Balancing of Payroll control accounts and Council's superannuation on a monthly basis.

Prepare, check, balance and reconcile Payment Summary.

Provide advice on possible improvements to the payroll system and other related operations systems.

Provide information and statistics to Human Resources with respect to leave and pay records.

To process workers compensation payment supplied by Risk Management Coordinator / Manager Human Resources.

Take reasonable care for the health and safety of people at your place of work and co-operate with the Council as far as is necessary to enable safety requirements to be complied with.

### 2. Provide support to the Finance and Human Resources functions

Assist in the checking and balancing of the daily cashiering processes.

Assist Financial Accountant in FBT calculation and entering in the system.

Prepare salary reports to defined benefit super schemes.

Assist Financial Accountants in calculating of salary packages and award changes. Update the computer system to reflect those changes.

Prepare reports for external and internal audits.

Inform Financial Accountant of any upcoming work flow issues as soon as they become apparent to seek guidance and resolution.

Signature:

Date:

### **3. Ensure robust financial controls are in place**

Carrying out reconciliations, for Workers Compensation, Superannuation PAYG Taxation on a monthly basis or more regularly as needed.

Provide assistance with end of month reconciliations as required.

Other duties as assigned by the CFO/Financial Accountant from time to time.

Signature:

Date:

## **Work Health and Safety Requirements – Level 1 staff**

Level 1 staff are required to perform their duties in accordance with their job description and safe working practices. It is the responsibility of each staff member to ensure that they comply with Work Health & Safety legislation as well as Council policies, procedures and safe work practices and that their actions do not subject any person to risk. The responsibility of this position requires:

- participation in the hazard identification, risk assessment and consultative processes
- that all incidents and near misses are reported as soon as possible to your direct supervisor
- personal protective equipment (PPE) is worn correctly and utilised as directed by your Supervisor\Manager and in accordance with safe work practices
- participation in workplace inspections
- attendance at all specified training and induction courses
- active participation in injury management and rehabilitation programs
- where appropriate, your contribution to WH&S Committee activities
- all legislative requirements are maintained (appropriate licences \ accreditation etc.)
- contribution to workplace practice and procedure reviews
- general housekeeping

## Selection Criteria

Qualifications	Essential	Desirable
Tertiary qualifications in Finance / Accounting or equivalent		✓

Key Skills, Knowledge and Experience	Essential	Desirable
Strong computerised payroll experience with the ability to facilitate end of month and yearly financial procedures.	✓	
Monthly reconciliation of transactions relating to the payroll functions e.g.; superannuation on costs, plant hire, taxation.	✓	
Strong Microsoft Excel and Word skills	✓	
Experience in using the Authority payroll system and providing efficient customer service.		✓
Preparing banking and cashiering, knowledge and experience in accounts receivable and receipting.		✓
Knowledge of the Local Government (State Award).		✓

Personal Attributes	Essential	Desirable
Strong oral and written communication skills, well developed analytical and numerical skills and the ability to work unsupervised accept responsibility and work to defined deadlines.	✓	

## Working with Children Category

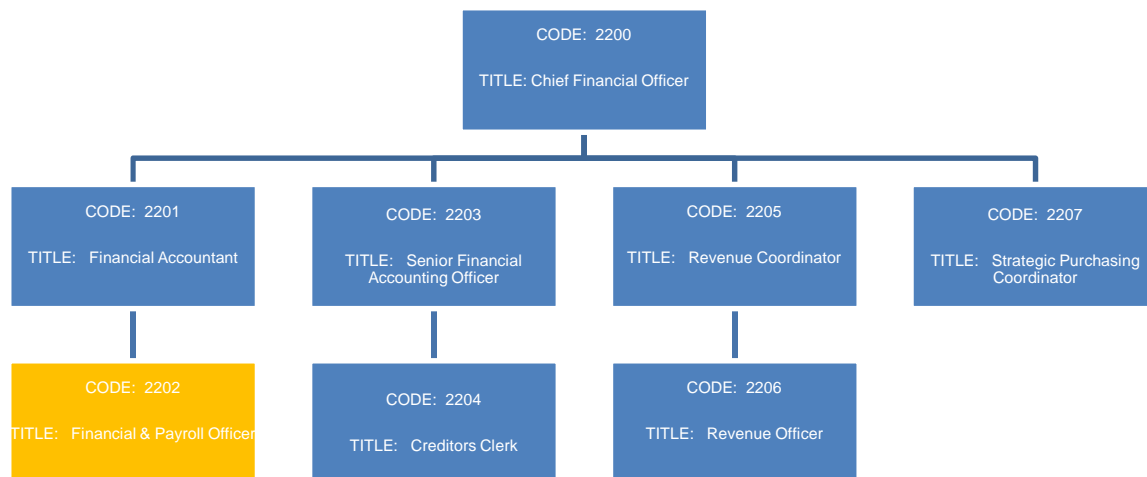
### Category 3

This position is not currently designated as child-related. Council fully supports the aims and objectives of NSW Child Protection Legislation, and associated provisions, and will implement all appropriate measures to ensure a safe and supporting Council environment which endeavours to promote Child safe Child friendly practices. All workers have a moral responsibility towards the protection of children, and the reporting of offences and reportable conduct.

Signature:

Date:

## Organisational Placement (organisation structure for area)



Signature:

Date: