1. TITLE

1.1 Position: **PAYROLL OFFICER**

1.2 Salary Level: **5**

2. CONTRACT

City of Nedlands Enterprise Agreement 2013

3. DIVISION

Corporate & Strategy

4. DEPARTMENT

Finance

5. POSITION OBJECTIVES

5.1 To coordinate with and provide assistance to other Finance Services staff to ensure the efficient operations of the payroll function and to achieve the overall divisional objectives

5.2 To ensure that quality customer service is provided by processing the fortnightly payroll in a timely and accurate manner

5.3 To ensure that practices and procedures in payroll comply with all statutory requirements (Federal and State) and any applicable industrial awards

5.4 To liaise with all divisions and departments, and provide assistance to management and staff on payroll related matters

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6. QUALIFICATIONS, SKILLS, KNOWLEDGE & EXPERIENCE

6.1 A tertiary level qualification in Accounting/Commerce or substantial experience in a related field

6.2 A high level of numeracy skills and good general knowledge of accounting procedures

6.3 A sound knowledge of award interpretation

6.4 A high standard of public relations and interpersonal skills

6.5 A thorough understanding and sound knowledge of payroll systems practices, procedures, statutory requirements and accounting standards

6.6 Comprehensive knowledge of Australian Taxation Office requirements as they apply to the payment of salaries and wages

6.7 Sound knowledge of superannuation legislation and fund administration

6.8 Knowledge of worker's compensation legislation

6.9 Able to work to a high level of accuracy and meet strict deadlines

6.10 Sound knowledge of and experience with spreadsheets, word processing and payroll software

6.11 Current 'National Police Certificate'

7. KEY DUTIES/RESPONSIBILITIES

7.1 Operational

7.1.1 Coordinate the accurate processing of fortnightly payroll within a specified timeframe and in accordance with statutory requirements

7.1.2 Ensure that all payroll information on the computerised payroll system is maintained accurately and prepare reports as required

7.1.3 Calculate and process all salary and wages increases (including back-pay if required), leave entitlements, other adjustments and termination payments in accordance with statutory requirements

7.1.4 Process authorised deductions and allocations of labour costs as part of job costing

7.1.5 Facilitate the electronic transfer of salaries and wages to financial institutions and other deduction recipients

7.1.6 Prepare reports, correspondence and memorandums on current payroll issues

7.1.7 Provide effective solutions to administrative payroll issues

7.1.8 Assist with the preparation of the annual salaries and wages budget

7.1.9 Ensure that all employee payroll information and documentation and records are received, accurate and complete and maintained as required by statute and policy

7.1.10 Compile and process all relevant statistical information including returns to the Australian Taxation Office and the Australian Bureau of Statistics

7.1.11 Administer all Worker's Compensation claims in accordance with existing legislative, policy and procedural requirements

7.1.12 Administer all superannuation contribution requirements in accordance with existing legislative, policy and procedural requirements

7.1.13 Produce and reconcile PAYG Payment Summaries at year end and ensure the appropriate information is forwarded to the Australian Taxation Office following authorisation

7.1.14 Reconcile payroll general ledger accounts on a fortnightly basis and at year end. Provide effective liaison with management and employees regarding the calculation and payment of salaries and wages and all associated matters.

7.1.15 Undertake research and provide advice to managers as required

7.1.16 Provide advice to management on payroll procedures and practices, compliance with relevant obligations and to facilitate continuous improvement

7.1.17 Liaise with the Human Resources Officers

7.1.18 Assist and provide reports to NCC for HACC reporting

7.1.19 Complete leave accruals for HACC and all employees at the end of financial year.

Assist other members of the Finance team as requested by the Manager Financial

7.2 Strategic

N/A

7.3 Human Resources

N/A

7.4 **Council Support**

N/A

7.5 **Occupational Safety and Health**

7.5.1 To be responsible for ensuring own safety and health and that of other people in the workplace

7.5.2 To comply with Occupational Safety and Health legislation and the City's OSH Policies and Procedures

7.6 **Risk Management**

7.6.1 To comply with the City's Risk Management Policies and Procedures

7.6.2 To be responsible for reporting possible risks in relation to operational procedures

8. ORGANISATIONAL RELATIONSHIPS

8.1 **Responsible to:** Manager of Finance

8.2 **Supervision of:** N/A

8.3 **Internal Liaison:** All Staff

8.4 **External Liaison:** Australian Taxation Office
Australian Bureau of Statistics
Child Support Agency
Chamber of Commerce and Industry of WA
Superannuation Fund organisations
Department of Social Security/Centrelink
Municipal Workcare
Workcover
Internal Auditors (Contract)
External Auditors (Contract)

9. EXTENT OF AUTHORITY

9.1 Operates under the general direction of Manager of Finance with freedom to make decisions in accordance with policies and procedures

9.2 Exercises a degree of autonomy however, freedom to act is governed by role, policy and budget constraints.

9.3 Assistance available for problem solving

9.4 Work outcomes monitored

Authorised by Director Corporate & Strategy _____ Date _____

Authorised by Chief Executive Officer _____ Date _____