

Position Description

Position Title:	Payroll Finance Officer
Position Number:	20021
Team:	Finance
Department:	Corporate and Community Services
Reporting to:	Payroll Team Leader
Direct reports:	Nil
Industrial Instruments:	Queensland Local Government Industry Award (Stream A)
Level:	3

THE ROLE

The Payroll Finance Officer, reporting to the Payroll Team Leader, will work collaboratively with the Payroll Team to deliver accurate and timely payroll services to the whole of Council. This role will ensure Council's Payroll procedures and policies are adhered to ensuring an outstanding level of customer service is delivered. The Payroll Finance Officer will be required to produce payroll and related reports and reconciliations as requested under the highest conditions of confidentiality.

KEY OUTCOMES

- Accurate and timely salaries and wages are paid to Council employees with reporting and reconciliations completed fortnightly/quarterly/annually as required
- Relevant payroll procedures and policies that meet Council's needs are adhered to
- The payroll function operates effectively in accordance with relevant legislation and certified agreements
- Continuous improvements and innovations opportunities identified in payroll function including use of Technology One and areas with a direct relationship in the payroll function, resulting in proven efficiency and greater customer experience outcomes

KEY ACCOUNTABILITIES

- Contribute to processing of fortnightly payroll ensuring accuracy of all entries, funds transfers and compliance to the range of legislative requirements including relevant Industrial Awards, Councils Enterprise Agreement, taxation legislation, superannuation requirements, IR Act and other legislation which governs employment of employees
- Accurate and timely input of employee timesheets and personal records ensuring appropriate filing is in place in line with legislation including information privacy standards and audit requirements
- Ensure payroll data integrity by completing regular reviews and analysis of data to provide certainty on accuracy and compliance
- Resolve Payroll system issues and update fields in Technology One as required
- Complete Payroll Reconciliations, investigate and resolve payroll discrepancies or issues promptly and provide variance analysis to Payroll Team Lead, Principal Financial Accounting and/or Manager Finance as required

- Provide training to the rest of the organisation on Payroll 'Best Practice' – focusing on new employees on-boarding and development and implementation of Sharepoint training material
- Undertake complex pays including but not limited to: terminations, redundancies, and contract employee enquiries
- Maintain external relationships with including but not limited to: ATO, Shared Services Australia, SPA, Brighter Super
- Collaborate effectively with People & Safety Team to ensure Payroll outcomes are delivered
- Assist the Team Lead as required including end of year processing, reporting, requirements
- Ensure the highest level of confidentiality is always maintained
- Respond to requests both internal and external customers in an efficient and timely manner, whilst behaving in a manner which demonstrates a high level of customer focus and professional service
- Works under general supervision and collaboratively with Payroll Officer providing cover and support for Payroll Team Leader and Payroll Officer during their periods of leave
- Contribute to and work towards successful completion of Payroll Workplan
- Assist the accounting team on a continual basis in a broad range of activities including relief duties as required in the management accounting, financial accounting and asset management functions
- Comply with all Council Policies and Procedures including the Code of Conduct for Council Employees
- Undertake any other duties, projects or tasks as directed by the Payroll Team Leader which generally fall within the scope of this position and are within the incumbent's skills, competence and training

BEHAVIOURAL COMPETENCIES

- Practices and influences behaviours aligned with Council's Values (Respect, integrity, Courage) and the Code of Conduct for Council Employees in all interactions with internal and external stakeholders
- Exercises responsibility and takes an ownership role for Work Health and Safety, Environment Protection, Equal Employment Opportunity (EEO), Anti-discrimination, Recordkeeping, Risk and Privacy obligations
- Models professional and ethical behaviour
- Focuses on performance and meeting sectional goals
- Acts proactively, exercises initiative and seeks opportunities for continuous improvement
- Responds with flexibility to change
- Commits to personal and professional development.

SELECTION CRITERIA

Essential:

- A minimum Certificate IV in Business or Finance, or significant experience in a payroll/finance role within a medium to large, multi-discipline organisation
- Demonstrated high level interpersonal skills collaborative and ability to create collaborative working relationships and cross-functional involvement with other Council departments and external stakeholders
- Demonstrated time management skills, with the ability to organise and prioritise work effectively to deliver in a timely manner with a high level of accuracy

- Demonstrated application of reasoning and judgement to resolve matters that vary from normal systems, methods, and processes
- High level of problem-solving skills and attention to detail
- Sound knowledge of payroll systems
- Excellent literacy and numeracy skills including high proficiency in using Microsoft Office suite (eg. Word, Excel, PowerPoint, Outlook)
- Demonstrated clear understanding and practice of confidentiality and proven ability to work autonomously and as a part of a team and provide quality customer service
- Ability to demonstrate behavioural competencies
- Current Queensland "C" class drivers license

Desirable:

- Experience using Technology One