

JOB DESCRIPTION

TELETHON KIDS INSTITUTE



Why is this Job Description being written?		<input type="checkbox"/> New Position <input checked="" type="checkbox"/> Replacement Position <input type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described		
POSITION DETAILS:	Position Title:	PAYROLL OFFICER		
Division:	Admin and Corporate Services	Department:	People & Culture	
Position reports to: (role)	Senior Payroll Officer, People and Culture, Operations			
Location: <i>include all possible locations</i>	100 Roberts Road Subiaco / North Entrance, Perth Children's Hospital 15 Hospital Avenue Nedlands			
POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, what this role does and why				
<p>The Payroll Officer will be responsible for the end to end fortnightly payroll process in an accurate and timely manner.</p>				
KEY RESPONSIBILITY AREAS <i>(Please list in order of importance)</i>				
Key Position Accountabilities What are the main areas for which the position is accountable	% of Total Role	Inputs: What are the key activities or tasks to be carried out?	Outputs: What are the expected end results?	Measures: How it is measured

<p>Payroll</p>	<p>60%</p>	<ul style="list-style-type: none"> • Manage end to end fortnightly payroll processing with the Senior Payroll Officer. • Processes and maintains salary variations on a fortnightly basis including all allowances, commencements, terminations, leave, salary packaging, superannuation and other relevant information on the computerised database in current and accurate form. • Balances and reconciles fortnightly payroll output, including salary packaging and generation of reports to Finance. • Maintain employment records in the system such as position movements, qualifications, police clearance checks and contract expiry dates. • Undertakes administrative tasks, related to the full range of day-to-day and cyclical personnel/payroll functions. • Reviews employees entitlements (e.g. leave credits and accruals) ensuring that the information is correct on the system through a systematic audit process. • Preparation of manual long service leave calculations and other calculations as requested • Interprets and advises on payroll related acts, regulations, policies and procedures. 	<ul style="list-style-type: none"> • The end to end payroll process will be achieved in an organised, accurate and flexible manner. • Payments will be uploaded on time and in the required format. • All payments are reconciled and documented. • Information will be provided to related parties in a timely manner. • Where inaccurate data is found, a process to cleanse the data will be initiated. • Changes and errors will be resolved as soon as possible • Accurate and easy to understand leave audits will be produced. 	<ul style="list-style-type: none"> • The fortnightly payroll process is administered resulting in the correct payment of all Institute employees. • A minimum impact on day-to-day tasks will occur during busy periods. • Accuracy and reliability of information produced. • Information will be provided to stake holders on time and to the required standard. • There will be a regular program of leave audits. • On-going performance review will be in place. • Positive feedback from employees and other business areas will be received.
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Pay Enquires	30%	<ul style="list-style-type: none"> • Attends to emails and phone personnel & payroll enquires on a daily basis. • Actively engages in providing useful information in order to minimise enquires resulted by lack of communication and customer training. 	<ul style="list-style-type: none"> • Timely and accurate advice will be provided to employees. • Employees will be advised of the progress of the enquiry where a prompt response cannot be provided. 	<ul style="list-style-type: none"> • Response time to all queries will be in a timely manner. • Number of pay enquires will be reduced.
Other Duties	10%	<ul style="list-style-type: none"> • Assists in system testings, upgrades and improvements. • Contributes to continuous improvements through participation in relevant forums, networks and by maintaining up-to-date knowledge of corporate issues. 		

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

<p>Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role</p>	<ul style="list-style-type: none"> • Year 12 or equivalent • Extensive payroll experience in a comparable role with a minimum of two years experience
<p>Skills, Knowledge & Experience:</p>	<ul style="list-style-type: none"> • Excellent people skills • Excellent attention to details • Accurate data entry skills • Experience in Excel and the use of major software packages • Excellent time management & organisational skills • Self-motivated • Ability to work autonomously and as a Team Player

DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role			
Skills, Knowledge & Experience:	<ul style="list-style-type: none"> • Empower experience highly desirable • Knowledge of superannuation and taxation legislation • Previous experience with salary packaging 		
SCOPE:			
Financial accountability: Does this role have accountability for a budget?			
No			
People responsibility: Does this role have any direct reports or indirect reports (through direct reports)?			
No. of direct reports	0	No. of indirect reports	None

ORGANISATIONAL CHART: (please complete using position titles or insert diagram below)

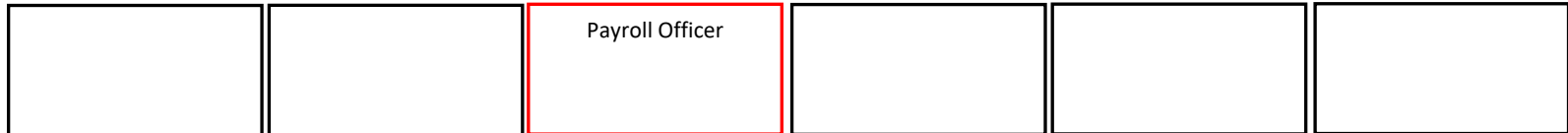
Next level of supervision

Payroll Business Partner

Immediate level of supervision

Senior Payroll Officer

Direct reports
(role x no.)



ADDITIONAL INFORMATION: is there any additional information that needs to be understood to explain this role?

Empty box for additional information.