



## Northern Peninsula Area Regional Council

# **Employment opportunity**

# **Senior Payroll Officer**

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The Northern Peninsula Area Regional Council's mission is to support the provision of high standard local government services and economic growth of the Northern Peninsula Area through the sustainable use, development and management of land, water and native vegetation resources, whilst protecting the rights and interests of both the individual and the communities.

Northern Peninsula Area Regional Council (NPARC) is seeking a **Senior Payroll Officer**, to join the Executive Finance Team.

The Senior Payroll Officer is responsible for the end-to-end processing of payroll for all staff and elected members. Key accountabilities for the Senior Payroll Officer position include accuracy and timeliness of work. Senior Payroll Officer must follow standard procedures, learn other accounting and office functions, and develop problem solving skills to identify and deal with more complex accounts issues as they arise.

### **In this role you will have the opportunity to:**

- Maintain a current knowledge and awareness of developments associated with the key responsibility areas by reading and attending training courses as appropriate
- Attend all relevant internal and external meetings that assist with the development and maintenance of Council's financial policies and procedures
- Maintain at all times the confidentiality of information about employees, clients, volunteers and other personnel
- Ensure Council policies and procedures are adhered to at all times

#### ***Payroll Processing***

- End to end processing of Council's payroll on a pay period basis
- Assist supervisors and managers to understand their responsibilities for management of timesheets and other expectations with respect to payroll documentation
- Implement all general wage increases, internal reclassifications, and other salary and wage adjustments
- Ensure all relevant personnel related information is entered and maintained within the PCS and Records Management System

- Prepare all terminations, superannuation adjustments and salary sacrifice arrangements
- Reconcile all fortnightly & monthly payroll deductions and costs
- Ensure payroll accounts are maintained to a high standard and are auditable
- Produce and reconcile Taxation Payment Summaries
- Undertake a constant review of all payroll procedures with a view to initiatives that will result in improved efficiencies and customer service in the delivery of payroll
- Train other nominated staff within the Finance Division to a level necessary to provide support and back up assistance to undertake the payroll function.

*This position requires the completion of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).*

### **In return for your valued contribution, you will be rewarded with:**

- Permanent Fulltime
- \$73,002 - \$80,282 per annum, plus superannuation
- 36.25 hours per week
- 5 Weeks Annual Leave
- 15 Days sick leave per annum
- Cultural Learning and development opportunities
- Employee Assistance Program

### **The successful applicant will have:**

#### *Essential*

1. Experience and high level of computer literacy in specific financial software
2. Experience and knowledge of other financial functions and how they relate to Payroll
3. Proven experience in processing end-to-end Payroll
4. Demonstrated ability to operate all functions of a computerised Payroll System including the provision of standard reports
5. Ability to interpret awards and certified agreements
6. Good written and verbal communication skills
7. Ability to work toward deadlines and in accordance with strict quality standards
8. Proven ability to use MS Word, Excel, Outlook and an ability to become proficient in the use corporate IT Systems such as electronic record and document management system (TRIM)
9. High level of reliability, honesty & integrity
10. Understanding the practical application of WH&S requirements
11. Ability to solve problems
12. Proven ability to work as a part of a team.

#### *Desirable*

13. Hold current drivers licence
14. Certificate in Finance or equivalent

## **Are you ready to catapult your career?**

For us to assess if you're the one we are searching for, it is mandatory that you submit your Resume, a Cover Letter and a Full statement of claims addressing the Selection Criteria and submit your application to [hradvisor@nparc.qld.gov.au](mailto:hradvisor@nparc.qld.gov.au); Seek: <https://www.seek.com.au/job/60227748>

The selection criteria can also be found on the Position Description, available to be downloaded from the vacancy on Council's website.

You may also contact the Human Resources Department on 07 40486612 for more information.

## **Pre-Employment Screening:**

Please note, prior to an offer of employment being made, recommended candidates will be required to undertake a medical assessment (including drug and alcohol testing). Council may also complete a range of other pre-employment checks, such as references, employment history checks, working with children checks or a criminal history check.

**Applications Close: Wednesday 18<sup>th</sup> October 2023**