

Northern Peninsula Area Regional Council

POSITION DESCRIPTION

Position number		Date of last review	October 2023
Position Title	Senior Payroll Officer		
Award	<i>Queensland Local Government Industry (Stream A) Award – State 2017</i>		
Classification	Band 2 Level 2 - 4 (Depending on skills and Qualifications)		
Division	Executive		
Section	Finance		
Location	NPA Region		
Employment Type	Permanent Fulltime		
Supervisor	Finance Controller		
Direct Reports	Payroll Officer		

ORGANISATIONAL ENVIRONMENT

Our Vision - Where do we want to be in 5 years?

Build a sustainable, culturally vibrant and connected community

Our Mission - How will we achieve our Vision?

By growing indigenous and local opportunities, enhancing, preserving and protecting our unique physical environment and unique Cultural Heritage, prolonging and enriching the lives of our People, promoting unity and leading multi-generational change.

Our Values - What do we believe in?

1. Community Focused
2. Respect and support for environment, culture and our people
3. Transparency and accountability
4. Working with Stakeholders to plan and actively share responsibility for improving sustainable service provision for community
5. Providing a safe and healthy working environment

PRIMARY OBJECTIVE OF POSITION

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.

CONDITIONS OF EMPLOYMENT

The conditions of employment for this position are in accordance with the *Northern Peninsula Area Regional Council Certified Agreement 2019*, the *Queensland Local Government Industry (Stream A) Award – State 2017*, Council's policies and procedures, Council's Code of Conduct and other legislative requirements.

WORK HEALTH AND SAFETY RESPONSIBILITIES

The employee shall comply, so far as is practicable, with:

- the *Work Health and Safety Act 2011* and associated Regulations and Codes of Practice
- Council's Workplace Health and Safety Policies and Procedures

- instructions given by their Manager in respect of the Health and Safety of themselves and the Health and Safety of other persons

The employee is responsible for ensuring Council's WH&S Systems are implemented within their area of responsibility.

KEY ACCOUNTABILITIES:

Duties and responsibilities include but are not limited 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
- 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.

SELECTION CRITERIA

Essential:

1. Experience and high level of computer literacy in specific financial software
2. Proven ability to undertake the day to day financial administration duties associated with purchasing, creditor processing, receipting and debtors functions
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

We agree that this Position Description accurately reflects the role.

Employee Name: _____ Signature: _____ Date: _____
(Print)

Manager Name: _____ Signature: _____ Date: _____
(Print)

CEO Name: _____ Signature: _____ Date: _____
(Print)