

ROLE DESCRIPTION	
<b>ROLE TITLE</b>	Payroll Officer
<b>DEPARTMENT</b>	Finance
<b>INDUSTRIAL AGREEMENT</b>	<i>Trustees of the Marist Brothers Province of Australia Non-Teaching Staff Enterprise Bargaining Agreement 2014 Salary: Administrative and Technical Officers Level 5 at 1.0 FTE</i>
<b>EMPLOYMENT STATUS</b>	Full-Time (1.00 FTE) 48 weeks per year plus 4 weeks annual leave.
<b>ACCOUNTABLE TO</b>	Director of Finance and Operations
<b>DIRECTION FROM</b>	Finance Manager

## MISSION STATEMENT

Newman College is a PK-12 Catholic School educating in the Marist Tradition, which endeavours to lead students to know and love Jesus Christ. With Mary as our model in faith, we encourage students to grow into the fullness of their humanity in an education environment where they feel welcome, accepted and valued.

## ROLE OVERVIEW

The role is responsible for delivering accurate, compliant and timely end-to-end payroll services, including year-end processing, routine entitlement checks, maintenance of confidential employee records and preparation of information for annual FBT returns.

The position works closely with the Senior Human Resources Officer and the Director of Finance and Operations to action staff movements such as appointments, departures and all leave types, while also responding to employee payroll queries with a high standard of customer service.

Additionally, the role supports the Finance Manager by maintaining payroll systems, providing data for financial reporting, contributing to annual audit requirements, and identifying and implementing process improvements to strengthen internal controls.

In collaboration with the College Leadership the role will ensure the development and management of a results orientated and high performing culture which upholds and models the ethos of Marist Education.

In being both proactive and responsive to changes in the College's operating environment, the Principal or Director Finance & Operations may, from time to time, require the performance of other duties.

## ROLE RESPONSIBILITIES

### Catholic Identify and Mission:

- Gives personal witness to Catholic values in carrying out the day-to-day duties of the role and engaging students, staff and broader community in the Mission of Newman College as a Catholic school.
- promotes the charism of Saint Marcellin Champagnat and the mission and life of the Catholic Church within the College.
- Supports and contributes to the development of the Marist Association of St Marcellin Champagnat in Western Australia.
- Contributes to the development of a College environment that is welcoming, hospitable, life-giving and just.

**Challenge — Collaborate — Create — Celebrate**

**Payroll Processes:**

- Process end-to-end payroll and year end payroll processing in accordance with College policies, legislative requirements and agreed timelines.
- Reconcile and process Peripatetic Music Tutor lesson payments.
- Maintain accurate employee records, ensuring confidentiality and compliance.
- Maintain and conduct routine checks on employee entitlements.
- Prepare information for the processing of FBT returns annually
- Maintaining salary packaging records and processing among employees.
- Provide professional and timely payroll data, reports, reconciliations to support end to end finance functions.
- Liaise with the Senior Human Resources Officer and Director of Finance and Operations on all staff movements.
- Support Risk and Compliance Officer with payroll related information.
- Prepare cyclical payroll reports and financial journals.
- Audit and maintain payroll systems and processes to ensure compliance with relevant taxation legislation.
- Respond to payroll related queries from employees in a timely and professional manner providing excellent customer service to resolve issues promptly.

**Financial Reporting and Controls:**

- Assist the Finance Manager in maintaining systems and provide data to assist with financial reporting.
- Support the Finance Manager with the provision of annual audit information as required.
- Assess, develop and implement improvement to processes to support strong internal controls.

**Other:**

- Undertake any other duties as directed by the Director of Finance and Operations.

**EXPECTED BEHAVIOURS & ATTITUDES**

All staff are responsible for:

- Actively working to promote the charism of Saint Marcellin Champagnat and the mission and life of the Catholic Church within the College;
- Actively supporting the Marist Association of Saint Marcellin Champagnat;
- Actively promoting the College's Evangelisation Plan;
- Actively supporting a child safety culture, with a zero tolerance for child abuse.
- Complying with:
  - Marist Schools Australia Policy Statements.
  - Newman College Policy Statements, Procedures and Code of Conduct for Staff;
- Adhering to workplace health and safety procedures and actively contributes to maintaining a safe, healthy and tidy environment;
- Maintaining open communication and works collaboratively with others within the College to foster team work and morale;
- Maintaining a commitment to continuously improve services and pursue excellence;
- Seeking opportunities for professional development.

**ROLE CRITERIA****Essential Criteria:**

- Minimum of 3 years' relevant work experience.
- Experience using digital payroll platforms.
- Experience working in the Education Sector (desired)
- Experience in data and systems management
- Strong excel capability including the use of formulas for data analysis and reporting
- Exceptional understanding of the ATO guidelines in relation to employee payments
- A strong understanding of current Agreements and employee entitlements in relation to payroll related matters.
- Proven capacity to maintain confidentiality, discretion and professional integrity.
- Solutions focused with the ability to think strategically, proactively and innovatively.

- A strong customer service focus with the ability to support staff with clarity, empathy and professionalism
- Highly proficient in the use of technology and information management systems.
- A high level of interpersonal and communication skills
- A collaborative mindset and a commitment to contributing to the broader life and mission of the College
- Working with Children Screen Check
- National Criminal History Record Check