

Senior Payroll Officer/System Administrator

Position Description

Reporting to:	Payroll Manager	Work location:	Carlton, VIC
Department:	Finance and Support Services	Budget holder:	No
Team:	Payroll	Direct reports:	Nil

Role Purpose

This position is responsible for ensuring the accurate, timely, and efficient management of the payroll function. This includes the preparation, lodgement, and payment of wages for the Australian and Expatriate workforce.

Working closely with the Human Resources team, this position is responsible for advising and consulting on changes to industrial awards and legislation. The position is required to analyse and extract payroll related data to assist with ongoing business reporting, financial/payroll processes and continuous improvement in line with organisational objectives and to ensure payroll related risks are minimised and avoided.

Key Areas of Accountability

Payroll

- Process end to end payroll, ensuring employee details are correctly recorded and processed according to policies, legislation, and compliance
- Ensure the administration of EOM superannuation and EOM reporting.
- Assist the Payroll Manager to undertake analysis and extract payroll related data to assist with ongoing business reporting, financial/payroll processes and continuous improvement in line with organisational objectives
- Assist the Payroll Manager with preparation of statutory payroll related requirements such as the Fringe Benefits Tax return and End of Financial year final lodgement via STP2.
- Actively participate in process improvement reviews to continuously improve the performance of the payroll function
- Responsible of all System upgrades and enhancements. Liaise with frontier support centre as required
- Respond to queries with a high-level of customer services
- Actively participate in upcoming new payroll system implementation as needed.

Stakeholder communication

- Develop reciprocal relationships with internal stakeholders to ensure the effective resolution of payroll related queries and issues
- Ensure high levels of customer focus are maintained in all working relationships with both internal and external stakeholders to ensure timely and accurate provision of payroll related information
- Proactively consult with the HR team and business leaders on award and legislative changes, informing changes and the associated impacts

Quality and continuous improvement

- Establish and maintain appropriate process controls to ensure monthly financial and compliance deliverables are met
- Maintain and contribute to operational Finance manuals and documentation in conjunction with the Finance/Payroll team

- Ensure guidelines and process controls are adhered to for all monthly financial and compliance responsibilities nationally
- Contribute to documentation of operational manuals in a proactive and professional manner

Health and safety requirements

- Be a role model for safety and security and comply with all workplace safety policy, procedure, work instructions and training
- Act safely at all times
- Report all incidents, injuries and potential hazards in a timely manner
- Participate in, and contribute to, health and safety awareness and improvements
- Be aware of, document and manage the risks associated with your team's programs and workplaces and ensure appropriate elimination or mitigation measures are applied

Child protection and safeguarding requirements

- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times
- Comply with the Child Safeguarding Code of Conduct and child safeguarding and protection policies and standards (click [here](#) to view further details)
- Demonstrate the highest standards of behaviour towards children in both your private and professional life
- Never abuse the position of trust that comes with being a part of the Save the Children family
- Maintain a safe and positive relationship at all times when working with children and young people
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes

Security and risk management requirements

- Be aware of, and consider, the risks associated with your everyday work and apply appropriate mitigation measures

Person Specification

Essential/ Desirable knowledge or experience

- Previous experience in iChris/Chris21 is essential.
- Experience processing payroll for 1000+ employees.
- Knowledge in iChris config forms such as TAR, TLR, TAT, TPC, LVH, LTR, LVR, LTL, APY, RRU, LEG, FLD, DMA, SCT, SCN, TAB is desirable.
- Experience with system config set ups and UAT.
- Attention to detail coupled with analytical and numeracy skills.
- Strong time management and organisational skills with the ability to work under pressure and to tight deadlines.

Personal behaviours and attributes

- Customer and solution focused with the ability to liaise with a diverse range of people
- High level of relationship building through consultation and collaboration
- Commitment to Save the Children's purpose and values
- High levels of self-motivation and initiative
- Ownership and accountability of one's work
- High levels of confidentiality and integrity, relating to both data and verbal communication

Additional Information

- Any offer of employment at Save the Children Australia will be subject to a satisfactory National Police Record Check and a Working with Children Check
- Employees must sign on to Save the Children Australia's Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above
- Save the Children Australia is an Equal Opportunity Employer

Driver's Licence: Not required
Working with Children Check: Required

Travel:
Assets:

Nil required
Laptop