

Payroll Manager Position Description

Reporting to:	Financial Controller	Work location:	Melbourne / Naarm, VIC
Department:	Finance	Budget holder:	No
Team:	Payroll	Direct reports:	3

Here you'll make a difference

At Save the Children Australia, we attract bright and big-hearted people who are inspired to make a difference. Together, we are fearless in our pursuit of making lasting change for the children and communities who need it most.

The Payroll Manager 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. This role provides oversight of the Pacific payroll functions and supports the accurate, timely and efficient management of the Pacific payroll.

Working closely with the People & Culture team, the Payroll Manager 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.

The Payroll Manager provides direction, guidance and coaching to team members to respond to payroll related queries from employees and ensure the effective processing payroll with customer service front of mind.

Here your skills will be valued

Role requirements

- Manager and monitor the end-to-end payroll process ensuring employee details are correctly recorded and processed, according to policies, legislation and compliance
- Ensure the administration of WorkCover, superannuation, PAYG and any future tax obligations including payments, reconciliations and accurate recording of employer and employee details
- Ensure all third-party commitments are executed in accordance with agreed timeframes, including ATO, SRO, ABS and external salary packaging
- Undertake analysis and extract payroll related data to assist with ongoing business reporting, financial/payroll processes and continuous improvement in line with organisation objectives
- Assist the Finance Team with preparation of statutory payroll related requirements such as FBT return and general ledger reconciliations related to payroll
- Ensure a high level of customer focus is maintained in all working relationships with both internal and external stakeholders to ensure timely and accurate provision of payroll related information and effective resolution of payroll related queries and issues.
- Proactively consult with the HR team and business leaders on award and legislative changes, informing changes and the associated impacts.
- Establish and maintain appropriate process controls to ensure monthly financial and compliance deliverables are met.

Health, safety, security and risk management

- 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
- Ensure staff have completed all required training and have up-to-date background and working with children checks
- Lead and promote a culture of strong governance promoting employee health, safety and security and operational risk management
- Show leadership towards health and safety awareness and improvements

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 Policy & Code of Conduct](#)
- 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
- Ensure staff have completed background checks and are trained in child safeguarding in line with organisational and program requirements

All roles at Save the Children contribute to our impact for children.

At Save the Children, every role, whether in our programs or support services, plays a vital part in our impact for children. We are committed to creating a positive impact on the lives of children and their communities, and we value the contributions of every team member in achieving this vision.

Here you'll belong

It takes all types of people to do the challenging work we do. Here are some of the specific skills and experiences you'll bring in this role:

Essential knowledge or experience

- Demonstrated payroll management and team leadership experience
- Solid experience managing payroll for Australian and Expatriate based employees working across a broad range of locations
- Experience managing payroll with multiple awards, employment terms and salary sacrifice arrangements
- Experience with a larger payroll system such as iChris (preferred), Workday, Kronos, etc
- Strong time management and organisational skills with the ability to work under pressure and to tight deadlines
- Highly developed verbal and written communication skills
- Attention to detail coupled with analytical and numeracy skills
- Well-developed knowledge of Industrial Relations, legislative and compliance requirements with the ability to interpret awards and legislation and ensure appropriate application of rules in the payroll system.

Desirable knowledge or experience

- Experience managing payroll within a Non-For-Profit environment beneficial
- Knowledge of Frontier (iChris) Time & Attendance
- Comprehensive and continually developing knowledge of payroll systems

Required qualifications and/or accreditations

- Relevant payroll, finance, accounting studies and / or qualifications

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 **Travel:** None

Working with Children Check: Required **Assets:** Laptop