

Payroll Officer

Position Description

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| Reporting to: | Payroll Manager | Work location: | Melbourne CBD |
| Department: | Finance and Support Services | Budget holder: | No |
| Team: | Payroll | Direct reports: | Nil |

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 Officer 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, the Payroll Officer 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.

Here your skills will be valued

Payroll

- Process end to end payroll, ensuring employee details are correctly recorded and processed according to policies, legislation, and compliance
- Administer and process employee changes in a timely and accurate manner for Solomon Island, Vanuatu and Papua New Guinea workforce
- Ensure the administration of WorkCover, superannuation and PAYG 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 suppliers to ensure accurate reports and transactions are performed
- 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 general ledger reconciliations related to payroll
- Actively participate in process improvement reviews to continuously improve the performance of the payroll function
- 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, 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

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

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

- Previous experience in iChris/Chris21 is desirable
- Experience processing payroll for 500+ employees
- Highly developed verbal and written communication skills
- 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
- Experience managing payroll within a Non-For-Profit environment beneficial, with multiple awards, employment terms and salary sacrifice arrangements

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

Desirable knowledge or experience

- Relevant payroll, finance, accounting studies and/or qualifications or equivalent work experience

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:** Nil required

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