

Position Description

Payroll Officer

OVERALL PURPOSE OF THE POSITION

This Permanent Part-Time position is responsible for the preparation and processing of the fortnightly payroll for 500+ staff and reports to the Payroll Manager.

PRIMARY DUTIES & RESPONSIBILITIES

The responsibilities of the Payroll Officer role include, but are not limited to the following:

- Responsible for end-to-end Payroll function
 - Entering new staff members and maintaining staff member master data.
 - Timesheet Entry (some manual)
 - Clipboard System Administrator/Maintenance (Time and Attendance system)
 - Monitor ESS Leave Portal
 - Processing termination payments
 - Generating payroll reports
 - Payroll reconciliations
 - Filing
 - Monthly superannuation reconciliation and upload
 - Quarterly Contractors Super Reconciliation and Upload
 - Monthly Union Fees
 - Maintain Super Clearing House
 - Interpreting payroll legislation across Multiple Awards & Multi Enterprise Agreements
 - Analysing payroll data and reporting as required
 - Responding to payroll queries in a timely and professional manner
 - Reconciling leave calculations and entitlements
 - Year-end payroll reconciliation
 - Prepare monthly General Ledger Payroll reconciliation
 - Other ad hoc tasks as requested by the Senior Financial Services staff members
 - Uploading Costing into Engage
 - Regular meetings with Human Resources
 - Yearly Salary increase as per CMEA
 - Maintain Government Agency Documents (PRODA)
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SKILLS AND KNOWLEDGE ESSENTIAL TO THE JOB

Technical

- Minimum of 3 years payroll experience
- Strong understanding of payroll and taxation legislation
- Outstanding numeracy and excel skills

- Ability to interpret Multiple Awards & Enterprise Agreements
 - Experience in Aurion, Clipboard or Micropay Payroll software is highly regarded
 - Experience in Education Industry is highly regarded
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ESSENTIAL PERSONAL ATTRIBUTES

- Excellent communication skills – listening, written and oral
 - Meticulous attention to detail
 - Understanding and practising confidentiality in all payroll and other matters at all times
 - Enjoy working as part of a team
 - Be able to manage a busy workload to meet strict deadlines
 - Strong analytical skills, accuracy, and attention to detail
 - Ability to support the Christian values and ethos of the School
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ACCOUNTABILITY

Child Safety

Barker College has an abiding commitment to the safety, protection and well-being of all children and young people in our care. All staff members will be held accountable for ensuring adherence to the policies of the School, in particular those relating to the safeguarding of children.

General

Breaches to a staff member's responsibilities and/or authority will be managed through the School's Disciplinary Management Procedures. This defined accountability is underpinned by Barker College's Code of Conduct and the Complaints Procedures.

Work Health and Safety

All staff members will be held accountable for their actions and omissions where it affects their own or another person's workplace safety.

SPECIAL CONDITIONS

- Prepared to undertake any additional training to complement the position
 - Flexible working hours
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ORGANISATION CHART RELATIVE TO POSITION

The Manager's Manager: Director of Finance

The Immediate Manager: Payroll Manager

This position: Payroll Officer



APPROVAL

This position description accurately details the primary duties and responsibilities of the **Payroll Officer**.

Approved by the Payroll Manager May 2025

ACCEPTANCE OF POSITION DESCRIPTION

Position description accepted by:

Name of Staff Member:

Signature of Staff Member:

Date:
