



Role Description

Title:	Payroll Officer	Location:	Toowoomba Catholic Schools Office
Reports to:	Payroll Team Leader	Classification:	Administration Officer (AO) Level 5
Directorate:	Human Resources	Tenure:	Continuing

1.0 Purpose

The purpose of this role is to work effectively with the Payroll Team Leader and other team members to prepare and process in a timely manner a high quality, accurate payroll with a focus on customer service in accordance with legislation, policies and agreements for all staff of Toowoomba Catholic Schools (TCS).

The support provided by the role holder will be guided by

- Jesus Christ and his teachings as understood and passed on by the Catholic Church
- other Catholic Church teachings, principles and values
- relevant legislation, Government requirements and best practice
- Diocesan Strategic Plan, Mission, Vision, Policies, Directives, Procedures and Guidelines
- the Human Resources Strategy.

2.0 Experience and qualifications

Essential

- relevant tertiary qualification in payroll or a related field, or a minimum of 3 years' experience in a similar role
- demonstrated experience with Chris 21/ichris payroll software
- effective relationship-building and influencing skills
- demonstrated experience working with the Microsoft office suite of products at an advanced level
- advanced interpersonal skills and demonstrated high level written and oral communication skills
- proven ability to review and analyse complex payroll calculations
- ability to prioritise work and meet regular deadlines
- self-motivation, innovation and a desire to provide a high level of client service
- demonstrated ability to maintain confidentiality
- demonstrated ability to interpret and apply the provisions of awards, legislation, policy and procedure
- ability to work independently within a flexible team environment, providing proactive support and assistance
- empathy with the values and ethos of the Catholic faith

Desirable

- payroll experience in the education sector will be highly regarded

3.0 Key result areas

- 3.1 contribute to and promotes the development, alignment, attainment and review of the strategic goals for TCS
- 3.2 provide expert payroll advice and information in a way that effectively contributes to the building of capacity in other areas of TCS
- 3.3 assist the Payroll Team Leader to develop, implement, monitor and review legislation, policies, regulations and guidelines that relate to payroll in order to meet legislative requirements
- 3.4 perform payroll functions, monitor and work with others in the payroll team
- 3.5 assist with projects under the delegation of the Payroll Team Leader
- 3.6 collaborate and communicate with other members of the Human Resource directorate and the members of the other directorates within TCS to ensure that high professional standards are met
- 3.7 complete other duties that are directed as needs grow or change, if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

4.0 Statement of responsibility

- 4.1 The incumbent performs the role cognisant of and in harmony with the vision and mission of Toowoomba Catholic Schools (TCS).
- 4.2 The incumbent will work cooperatively with other key stakeholders both within TCS and external agencies to ensure that services are delivered in a planned, coordinated and strategic manner.
- 4.3 The role holder will engage in performance reviews in accordance with TCS policy and procedure.
- 4.4 While at work the role holder must
 - take reasonable care for his or her own health and safety
 - take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
 - comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Work Health and Safety Act
 - cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

5.0 Authority limits

Full authority is delegated from the Director: Human Resources to produce the desired outcomes. Authority to commit funds is restricted to approved budget items and can only be authorised by the Director: Human Resources.

6.0 Reporting and other relationships

The Payroll Officer reports directly to Payroll Team Leader within the Human Resources directorate. Other significant relationships exist with members of the Toowoomba Catholic Schools Office, the Executive Director and the members of the Executive Leadership Team (ELT).

7.0 Statement of duties

The information detailed above is an accurate reflection of this role.

Attached to this role description is a **duties statement** that covers a selection of activities in which the incumbent might engage. The list is neither prescriptive nor exhaustive.

Duties Statement

Payroll Officer (AO Level 5)

Please note: this statement links to the key result areas in the Role Description.

- 3.1 Contribute to and promote the development, alignment, attainment and review of the strategic goals for the Diocese of Toowoomba Catholic Schools (TCS)**
 - 3.1.1 contribute as a member of the Human Resources directorate to achieve the strategies set out in the Human Resources Strategy and the TCS Strategic Plan
 - 3.1.2 attend leadership development as appropriate
 - 3.1.3 document and report on the progress of initiatives in the Human Resources Strategy and the TCS Strategic Plan as required
- 3.2 Provide expert payroll advice in a way that effectively contributes to the building of capacity in other areas of the TCS**
 - 3.2.1 conversant with Award and Enterprise Bargaining Agreement conditions for all staff, handling enquiries on award provisions (conditions, rates, etc)
 - 3.2.2 prepare ad-hoc reports, estimates, comparisons as required
 - 3.2.3 provide specialist advice regarding Award, Agreement and Policy information
 - 3.2.4 Provide knowledge, advice and assistance as required. This includes providing reports, payroll data and explanations on payroll queries.
 - 3.2.5 answer telephone calls, emails and requests for all customer enquiries in the agreed timeframes
 - 3.2.6 liaise with principals, business managers, finance team and office staff to ensure that payroll integrity is maintained
- 3.3 Assist the Payroll Team Leader to develop, implement, monitor and review legislation, policies, regulations and guidelines that relate to payroll in order to meet legislative requirements**
 - 3.3.1 identify errors and inform management of issues arising from work, or the payroll system so that they can be addressed in a timely manner; assist in recommending solutions
 - 3.3.2 accountability and responsibility of TCSO monies in accordance with legislation and the Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland (the Enterprise Agreement)
 - 3.3.3 monitor, plan and amend yearly procedures necessary to undertake payroll functions
 - 3.3.4 maintain payroll parameters for salaries due to wage increases, costing, allowance codes, super funds, deductions, leave codes, BSBs, suburbs; write and update payroll procedures so that they continue to be up to date and accurate
- 3.4 Perform payroll functions, monitor and work with others in the payroll team**
 - 3.4.1 within a variety of routines, methods and procedures, undertake the preparation of wages, which involves classification of teachers and other staff, and the calculation of back pay and increments
 - 3.4.2 enter, maintain and update employee records in the payroll system including setting up employee records deductions, tax, superannuation, costing, salary packaging and employee personnel information
 - 3.4.3 process both the fortnightly and end of month pay run to bank file stage, ready for authorisation
 - 3.4.4 responsible for superannuation records and remittance of contributions to Superannuation Fund Managers/service providers including investigating and correcting errors, recovering overpaid contributions from super funds; collating, reconciling and uploading monthly superannuation payments and ad hoc payments to the superannuation clearing house

- 3.4.5 responsible for the maintenance of records and remittance of employee deductions including tax, rent, child support, Remserv and Spred
- 3.4.6 enter and check contract information in the Payroll system including new, additional or changes to contracts
- 3.4.7 provide payroll and employee self-service (HR21) access levels to new and existing staff
- 3.4.8 calculate, recover and re-bank overpayments; notify employees of overpayments and negotiate debt recovery
- 3.4.9 data entry, including the entry and/or uploading of casual timesheets, overtime, travel and per diems and any other payroll adjustments including annualisation of salary
- 3.4.10 balancing and reconciliation of term-time staff annualisation of salary
- 3.4.11 process accurate and timely calculations and verification of entitlements, including annual, long service, sick, maternity leave, leave without pay, sabbatical/renewal leave and any other authorised leave
- 3.4.12 processing and checking eligibility of employee applications for cashing out long service leave and annual leave by applying knowledge of criteria
- 3.4.13 processing WorkCover claims and responding to WorkCover related enquiries
- 3.4.14 calculating and processing long service leave and sick leave portability (interstate and intrastate)
- 3.4.15 process Centrelink reports, payment summaries and disperse Paid Parental Leave payments
- 3.4.16 calculate and process allowances including Qualification Allowance, First Aid Allowance, Specialised Care Allowance, Shift Allowance, Study Allowance and various other allowances as per the Enterprise Agreement
- 3.4.17 processing and calculating Remote Area Staff Scheme benefit payments
- 3.4.18 preparation, calculation and processing of termination payments and back pay adjustments (including ETP's, Redundancy payments, manual payments and processing quick pays)
- 3.4.19 processing, monitoring and setting up deferred salary scheme deductions and payments
- 3.4.20 undertaking the checking and accuracy of payroll processing prior to posting including generating costing and exception and trigger reports and checking net pay difference report
- 3.4.21 completion of the fortnightly invoicing for recoverable salaries to schools prior to the transfer of information to the Diocesan Office
- 3.4.22 assist in the preparation and delivery of End of Year Services
- 3.4.23 calculate and action payroll adjustments as required
- 3.4.24 run and check exception and trigger reports to verify and correct payroll variances
- 3.4.25 ensure that HR21 and the payroll system records are uploaded fortnightly and data matching is current
- 3.4.26 calculate and entry of manual payments, increments and back-pays
- 3.4.27 calculate Long Service Leave payments
- 3.4.28 maintain data integrity of employee records including personal details, rates of pay, leave entitlements, deductions and allowances
- 3.4.29 maintain, analyse and respond to pay office and individual emails
- 3.4.30 provide Statistical information for ABS, salary continuance/income protection applications and other financial, insurance and legal institutions
- 3.4.31 liaise with TCSO staff members, school staff and Diocesan agencies
- 3.4.32 liaise with financial institutions including superannuation fund representatives, banks, rental agencies, child support agencies, Centrelink and union representatives
- 3.4.33 provide confirmation of employment, statement of earnings, separation certificates, WorkCover and insurance claims and other relevant correspondence as required
- 3.4.34 complete fortnightly and monthly tasks within set timeframes with minimal supervision

3.5 Assist with projects under the delegation of the Payroll Team Leader

- 3.5.1 assist in the testing of new payroll initiatives as required
- 3.5.2 other duties as may be assigned by the Payroll Team Leader from time to time

3.6 Collaborate and communicate with other members of the Human Resources directorate and the members of the other directorates within TCS to ensure that high professional standards are met

- 3.6.1 maintain highly functional and collaborative working relationships with colleagues by interacting effectively, contributing to discussions and seeking advice
- 3.6.2 understand and accept the contributions of others in a multi-disciplinary and collaborative environment to provide a highly competent and seamless service to TCS
- 3.6.3 establish and maintain effective communication networks with stakeholders
- 3.6.4 work collaboratively with stakeholders
- 3.6.5 provide backup to activities undertaken by other staff within the Human Resources directorate
- 3.6.6 share knowledge and experiences with other team members
- 3.6.7 train, develop and mentor casual, temporary and contracted new staff members within the Human Resources directorate
- 3.6.8 check the work of other team members to ensure accuracy as directed

3.7 Complete other duties that are directed as needs change or grow, if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

- 3.7.1 This list is an indicative guide only and flexibility as to the applicability of certain duties and tasks is due to the varying circumstances and needs of the Human Resources Directorate (HR) within Toowoomba Catholic Schools.
- 3.7.2 Duties may include the completion of project work that presents itself during the course of the operational and strategic review of the actions associated with the Human Resources Strategy, Strategic Plan or other directorate strategies.

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