

Position Description



Job title	Payroll and People Services Officer
Department	People Services
Reports to	Payroll Manager
Date prepared/reviewed	November 2019/April 2021
Location	Inner City Hub (ICH)
Position Details	Permanent Full Time

Our purpose is to inspire people, enliven communities and confront injustice. We address the causes of vulnerability and disadvantage, stand for a just society and support individuals and communities to be valued and connected.

Position Objective

Summary of position's purpose

The purpose of the Payroll and People Services Officer role is to work collaboratively with the Payroll Manager and the People Services team in the management of employee records and the processing of fortnightly payrolls.

All activities will be undertaken in accordance with the Enterprise Collective Agreement and Uniting policies and practice guidelines.

Whilst the role reports to the Payroll Manager, there will be considerable interaction with other members of the People Services team.

Values and Associated Behaviours

Uniting's Values and Behaviours which inform the job holder's decisions and actions.

Imaginative – We challenge convention, explore new possibilities and dare to dream for a better future

Respectful – We act with honesty and integrity, and open our hearts to all people without exception

Compassionate – We are nurturing, generous and thoughtful in our words and deeds

Bold – We face injustice head on and stand up for what is right and true with confidence and strength.

Additionally, the role will:

- Respectfully work within the Christian ethos of the Uniting Church
- Works in a way that is consistent with Uniting WA's leadership expectations
- Operate ethically and enhance the integrity of the organisation.

Key Responsibilities

These represent the key outputs of the job, the job's deliverables. They are not specific activities in themselves. These form the basis of the objectives and measurements set for the job holder under the Uniting Performance Management System annually.

Payroll Responsibilities

- Provide information and education to employees, especially appointees, regarding payroll processes and any specific procedures or tools (timesheets) required
- Receipt, analyse and prepare information for payroll processing, identify non-routine or significant issues and address these in a timely manner
- Accurately and comprehensively calculate and or process:
 - Employee payments in accordance with conditions of employment
 - management of leave
 - Superannuation contributions for employer and employee
 - Workers compensation
 - Salary packaging
 - Entitlements for employees ceasing employment
 - General deductions, reimbursements or other approved transactions
- Act as the initial point of contact for all payroll related matters, address routine enquiries and define non-routine issues, and where necessary escalate to the Payroll Manager
- Conduct validation checks of each payroll cycle to ensure accuracy and completeness of processing prior to executing
- Assist in the preparation and distribution of:
 - End of Month financials
 - End of Year financials
 - Other financial/tax schedules
 - Management reports
- Identify updates and improvements for all payroll related practices
- Undertake or participate in projects.

Employee Records Responsibilities

- Manage the records of an employee on the HRIS/Payroll system, from commencement through to finalisation. Liaise with team members to ensure that all changes are captured and processed in a timely and accurate manner
- Working with the People Services Officer, prepare and disseminate relevant documentation for all new employees including contracts of employment
- Ensure all supporting documentation is completed, actioned and filed appropriately

- Maintain all employee compliance requirements, liaising with relevant employees and immediate leads when renewals are due
- Prepare and disseminate documentation regarding cessation of employment to relevant parties
- Update all cost code changes within the HRIS system to ensure costs are charged correctly
- Assist in the review of processes, procedures, and templates to enhance efficiency and best practice i.e. DocuSign
- Any other duties as requested from time to time having regard for skills and experience.

Standard Key Responsibilities (for all Uniting staff)

- To operate within delegated authority and comply with legal, regulatory obligations and requirements of our internal policies and procedures
- Identify and deal (manage and monitor) with risks associated with Uniting
- Compliance with the values and associated behaviours of Uniting
- Compliance with the policies and procedures of Uniting including statutory policies
- Completion of any training and associated assessments identified as a requirement of the position.

Competencies

The knowledge and soft skill requirements necessary for this position.

- Strong customer focus and service ethos
- Excellent communication and interpersonal skills with the ability to build and strengthen professional relationships
- High level of organisational skills with the ability to:
 - Exercise sound judgement and problem solving
 - Work independently with initiative, attention for detail and accuracy
 - Meet deadlines
 - Be appropriately flexible
- Demonstrated ability to work in a team environment, skilled to work cooperatively with other staff and volunteers
- High level of computer literacy with HRIS/payroll systems, spreadsheets, and other relevant software.

Qualifications

Education, experience and technical skills required for this position.

- At least 4 years previous experience in a payroll environment, with a particular strength in the use of technology and Microsoft excel
- Sound understanding of payroll and financial principles, processes and practice
- Significant knowledge and experience with payroll and associated applications
- Demonstrated understanding and application of relevant legislation

- Proven track record of successful HRM service delivery in a diverse work environment
- Current National Police Clearance (no more than 6 months).

Additional Information