

Position Profile

Payroll and Administration Officer

Council Vision

We are a welcoming and inclusive community that values its heritage and natural environment.

Culture Brand

A place people choose to work.

Values

Respect

Innovation

Customer Driven

Accountability

Teamwork

Well-Being

TITLE:	Payroll and Administration Officer
CLASSIFICATION:	Level 4 - General Officers Stream, SAMSOA
POSITION NUMBER:	MIT-TBA
POSITION OBJECTIVE:	
The Payroll and Administration Officer is responsible for supporting the Payroll Coordinator by ensuring that all pay related tasks are performed at a high level of accuracy and in accordance with Award/Council Determination, in a timely and efficient manner. The role is also responsible for (in a backup capacity) provision of an accurate and efficient accounts payable service	

1. REPORTING RELATIONSHIPS

- This position reports to the Manager Finance and Procurement.
- The position works closely with the Payroll Coordinator.
- There are no staff reporting to this position.

2. POSITION DETAILS

Under broad direction, the role is accountable for:

- Processing end to end payroll with attention to detail and in a timely manner.
- Ensuring the accurate calculation and payment of salaries and wages to employees in a timely and efficient fashion and are accurately costed to the general ledger in cooperation with Finance staff and Managers.
- Maintaining reporting regimes which ensure that statutory requirements in relation to payroll and remunerations are adequately addressed and which contribute, add value and support strategic Human Resource and Finance decision making.
- Ensuring that accurate records are maintained for employees including payments, deductions, tax instalments, classification, leave entitlements, leave records, payment authorities etc.
- Providing accurate and reliable information and advice regarding Award conditions, classifications; superannuation, deemed superannuation, leave entitlements, payroll deductions, staff statistics etc.
- Providing a reference point for all staff regarding payroll matters including pay and deductions, classification, leave availability and entitlements, salary and wage levels and Award conditions.
- Maintaining and reconciling superannuation contribution records as administered by the Local Government Superannuation Fund and workers compensation payments and claims.
- Ensuring that all payroll related statistical returns and reports are completed accurately and in a timely manner.
- In a backup capacity, providing an accurate, efficient accounts payable service in accordance with accounting procedures and Council's policy, this includes but is not limited to ensuring;
 - Only true and correct Invoices are processed
 - Invoices are accurately posted
 - Appropriate release of payments
 - Appropriate accrual accounting treatment is adhered to
 - Appropriate internal controls are followed
- Ensuring service provided is courteous, clear and professional at all times.
- Assisting the Senior Accountant and Manager, Finance & Procurement with various duties as required
- Initiating and being actively involved in continuous improvement initiatives as required.

The position is primarily located at Civic Centre, 131 Belair Road, Torrens Park.

3. ESSENTIAL CRITERIA

Experience & Knowledge

- An understanding of general conditions of employment and legislation relevant to employment contract
- Sound payroll knowledge gained through experience
- Proficient in the use of Microsoft Office.

Personal Capabilities

- Highly self-motivated with the ability to establish credibility and gain the confidence of others – **essential**.
- Advanced verbal and written communication skills with the ability to negotiate, influence and motivate, and skills in understanding and explaining complex issues – **essential**.
- Ability to work quickly and accurately with figures– **essential**.
- Ability to prioritise workload and meet deadlines, and to apply a high attention to detail under tight timeframes.
- Ability to be creative, innovative, flexible and readily accommodate change.
- Ability to explore new and innovative ways to do business using creative solutions.
- Strong analytical, problem solving, and decision making skills.
- Demonstrated commitment to continual professional and personal development.
- Ability to relate to a wide range of people both within and outside the organisation.
- Ability to work independently and as part of a team.
- The desire to share expertise and information freely.

4. DESIRABLE CRITERIA

Experience & Knowledge

- Experience with the TechnologyOne Payroll System.
- Proven experience in the processing of payroll and Award interpretation for a large or diverse organisation.
- A good working knowledge of industrial awards and agreements, particularly as they relate to Local Government.
- An understanding of Superannuation requirements, particularly as they relate to Local Government.
- Experience in accounts payable processes.
- Experience in dealing with enquiries from a wide range of users, preferably gained whilst working in a staff function.

5. WORK HEALTH & SAFETY RESPONSIBILITIES

Employees have a legal obligation to take steps to protect themselves from risks to health and safety and make sure they do not cause a risk to others through any action or omission.

In particular employees are responsible for:

- Carrying out their roles and responsibilities as identified in the City of Mitcham's Work Health and Safety policies, procedures and related instruction.
- Complying with all reasonable instruction and following Safe Operational Procedures, Standard Work Method Statements and Safe Work Plans.

- Participating in training or other activities provided to protect their health and safety whilst at work.
- Actively participating in rehabilitation and return to work programs as required.
- Ensure that they are fit for work and not in such state (due to alcohol, drugs or any other reason) as to endanger their own safety at work or the safety of any other person.
- Not wilfully interfere with or misuse items or facilities provided in the interest of the health and safety of employees.
- Report all accidents, incidents, injuries, property damage in accordance with agreed procedures.
- Utilise and maintain appropriate personal protective equipment.
- Support and use appropriate consultative structures.

5. EMPLOYMENT CONDITIONS

- All employees are required to provide or undertake relevant screening and checks as determined by Council. This includes criminal history checks relevant to the position. Relevant screening must be maintained during employment.
- Some out of hours work may be necessary.
- May be required to work at other locations as directed by Council. You may be required to travel to other places and carry out your duties.
- Employees may be required to undertake Fitness for Work assessments.
- Employees may be required to undertake Drug and Alcohol Testing.
- Comply with the City of Mitcham's Employee Code of Conduct, Culture Brand and associated behaviours.
- Comply with the City of Mitcham, policies and procedures, as amended from time to time.

6. ACKNOWLEDGEMENT

Employee Name: _____ Direct Manager: _____

Signature: _____ Signature: _____

Date: _____ Date: _____



Building a great community

A place people choose to work

*To deliver upon our promise to our customers and ourselves,
we are committed to creating a culture in which we:*

ARE VALUED AND SUPPORTED AS INDIVIDUALS

- We are given the opportunity to do new things and expand knowledge.
- We are given credit for ideas.
- We are flexible and recognise the needs of individuals.
- We are empowered to manage our own workloads and associated decisions.
- We communicate positive feedback.

TAKE OWNERSHIP AND DELIVER UPON OUR PROMISES

- We take responsibility for our actions.
- We hold ourselves accountable.
- We deliver our services to the highest possible standard.
- We do what we say we will do.

THINK INNOVATIVELY AND FOCUS ON CREATIVE SOLUTIONS

- We are open to new ideas.
- We are encouraged/supported to express our ideas.
- We are solutions-focused.
- We continually look for ways to improve systems and services.

ARE RESPECTFUL OF OTHERS

- We respect the uniqueness of individuals.
- We are transparent in our communication.
- We are non-judgemental in our dealings with others.
- We are courteous and acknowledge each other.
- We act in the best interests of our customers.
- We respect the opinions and ideas of others.

ARE RECOGNISED FOR OUR POSITIVE CONTRIBUTIONS

- We understand that individuals like to be recognised differently.
- We are committed to recognising positive contributions of all staff.
- We are committed to an organisational program to support this.
- We celebrate achievements.

WORK COLLABORATIVELY TO DELIVER THE BEST OUTCOMES

- We work together/in partnership to achieve our goals.
- We seek the input of others in matters that impact them.
- We share our expertise and knowledge freely.
- We are transparent in our communication
- We actively listen to others.

ARE PROACTIVE IN DELIVERING A HEALTHY AND SAFE WORK ENVIRONMENT

- We balance life and work.
- We recognise that mental health is as important as physical health.
- We all contribute to a safe workplace.
- We commit to all relevant training.
- We continually look for ways to improve systems.

ENJOY WORKING TOGETHER

- We contribute to a friendly and energetic working environment.
- We support and encourage one another.
- We create opportunities for celebration and camaraderie.
- We are empowered to make a difference to our customers.

City of Mitcham Culture Brand and our staff's Personal Contribution Criteria
Above is our Culture Brand and associated elements and behaviours. These are assessed on an ongoing informal basis, and formally through the MyPlan process.