



POSITION STATEMENT

(This position statement remains effective until a review and update takes place.)

Position:	Payroll Officer
Reporting to:	Accountant
Hours:	Part-time – 37.5 hours per fortnight, 5 day fortnight (Wed-Fri during payroll week & Wed-Thu during off payroll week)

POSITION SUMMARY

The **Payroll Officer** reports directly to the Accountant, and is responsible for timely and accurate payroll processing, all associated reconciliations and monthly reporting. The role also includes some general administrative responsibilities.

KEY RESPONSIBILITIES

1. Payroll

- Timely and accurate preparation, review and processing of the School's fortnightly payroll (including Superannuation and STP) in accordance with the School's Enterprise Agreement, other contracts, policies and procedures, and legislative requirements.
- Work collaboratively with the HR Administrator to ensure staff are remunerated accurately.
- Respond to payroll related enquiries promptly and professionally.
- Maintain all payroll-related records.
- Maintain the School's leave provisions.
- Prepare end of financial year payroll reconciliations.
- Reconcile payroll to the general ledger for the annual School audit.
- Provide payroll-related advice to the HR Administrator and Leadership, in line with internal policies and procedures as well as external statutory requirements (e.g. Fair Work, ATO).
- Contribute to the implementation and improvement of School payroll policies and procedures.

2. General Finance and Administration

- Ordering and receipting of stationery and teaching orders.
- Provide support to the Accountant, with the following duties:
 - Accounts Payable
 - Banking
 - Reconcile credit and debit card monthly statements
- Filing and archiving as required.
- Supporting the Accountant, Business Manager and Administrative Team, as required.

ESSENTIAL SKILLS AND EXPERIENCE

- Proven work experience as a Payroll Officer.
- Hands-on experience with payroll and accounting software.
- Excellent attention to detail.
- Strong math skills with an ability to spot numerical errors.
- Good knowledge of Industrial Relations legislation.
- Excellent time-management skills.
- Ability to handle confidential information professionally.
- Strong computer skills, including proficiency with Microsoft Excel and the ability to learn/master School-specific programs and software.
- High level of written and spoken communication and interpersonal skills, and the ability to understand and build positive relationships with staff and all members of the school community.
- Ability to work both independently and within a team.
- Experience working in a school environment is not essential but would be highly regarded.



PERSONAL ATTRIBUTES

- Self-motivated, detail-oriented and reliable.
- Generally positive outlook and attitude.
- Show genuine warmth and interest in being part of the School.
- Strong commitment to delivering exceptional and professional service within and outside the wider School community.
- Commitment to upholding and supporting the values and the ethos of the School.

QUALIFICATIONS / CERTIFICATES

- Appropriate qualification in Payroll or relevant field.
- Ability to obtain a "Not-prohibited" SA Working with Children Check.
- RRHAN-EC training certificate.
- Provide First Aid in an Education and Care Setting certificate.

OTHER

- Follow School Policies and Procedures.
- Uphold the School's vision, mission, and ethos.
- Must have full working rights in Australia.

ROLE AND PERFORMANCE REVIEW

- After six (6) months, then annually.