

Position Description – Payroll Officer

Position Title:	Payroll Officer
Reports To:	Finance Manager
Supervising:	N/A
Liaises With:	Managers and all staff
Location:	7 Centre Road Brighton East Vic 3187
Classification:	Health and Allied Services (Private Sector) Vic Consolidated Award
Hours:	Part time 2 days per week.

Program Description:

Mayflower Administration is tasked with provision of administration and financial support to all programs operated by the company.

The objective of the position is to:

- ∞ Ensure that all personnel receive appropriate remuneration in a timely and efficient manner.

Responsibilities/Duties:

- ∞ To ensure confidentiality is maintained at all times.
- ∞ Processing of fortnightly pays in an accurate and timely manner ensuring compliance with Award Provisions.
- ∞ Maintenance of employee personnel files and establishing new files.
- ∞ Monitoring of WorkCover claims.
- ∞ Maintenance and review of employee entitlements including sick leave, annual leave, accrued day's off and long service leave records.
- ∞ Monthly Payroll Reconciliation.
- ∞ Deal with employee payroll queries and requests as and when they arise.
- ∞ Attend to the remittance of monthly superannuation payments, including liaison with Hesta regarding employee documentation, resignation, etc.
- ∞ Ensure the monthly remittance of Mayflower's group tax to the Australian Taxation Office.
- ∞ Respond to enquiries from Centrelink in relation to existing and past employees.

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- ∞ Ensure Mayflower's obligations with regards to wage subsidies schemes are adhered to.
- ∞ Duties as directed by the Finance Manager from time to time.
- ∞ You will be aware of relevant legislative standards and guidelines.
- ∞ To pursue ongoing development in order to enhance knowledge of contemporary practices and broaden understanding of own responsibilities.
- ∞ To proactively assist with the maintenance of the quality management system and to accept responsibilities as defined in the relevant policies and procedures.
- ∞ Practice open communication and pro-actively participate in problem solving where issues or areas of disagreement arise, as per the Open Communication Policy found in the Leadership and Management Manual.

Health & Safety Responsibilities:

As a Mayflower employee you have the following responsibilities under the OHS Act 2004:

- ∞ Take reasonable care to ensure your own safety
- ∞ Do not place others at risk by any act or omission
- ∞ Follow safe work practices and procedures
- ∞ Use and care for equipment as instructed
- ∞ Do not wilfully and recklessly interfere with safety equipment
- ∞ Report hazards and injuries
- ∞ Cooperate with the employer to meet OHS obligation under OHS Act 2004.

Qualifications

Desirable

- ∞ An understanding of payroll processing procedures gained through on the job experience or through structured professional development and training.

Skills/Experience:

Desirable

- ∞ A working knowledge of the Health and Allied Services, Health Services Professional and the Nursing awards or previous experience in operating in an award based environment.
- ∞ Familiarity with operating a computerised payroll.
- ∞ Knowledge of CIM Payroll would be advantageous, but not essential.

Appointment is subject to a satisfactory police records check prior to commencing unless the applicant is already a staff member who is currently employed with Mayflower.

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This position may, after due consultation, be revised and amended from time to time in accordance with the needs of Mayflower Brighton.

I have read, understood and accept the above position description:

Name: _____

Signed: _____

Date: _____