



Job Title:	Payroll Officer	Position No:	NT53
Group:	Corporate Services	Service Area:	People & Culture
Classification Level:	ASO5		
Reports to:	Payroll Coordinator	Direct Reports:	Nil

POSITION OVERVIEW

The Payroll Officer role is responsible for coordinating and administering the varying payroll processes within the organisation in conjunction with the payroll services team. This role is expected to contribute to timely processing all payroll runs, reporting, auditing and staff queries. This role requires meticulous attention to detail, a strong understanding of Australian tax laws and employment regulations, and excellent organisational and communication skills.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Prepare and process employee payroll accurately and on time, considering various pay cycles (weekly or fortnightly)
- Calculate and process employee wages, salaries, bonuses, and deductions in compliance with relevant awards, agreements, and taxation laws.
- Ensure accurate record-keeping and maintain comprehensive payroll records.
- Stay up-to-date with changes in payroll legislation, tax rates, and other regulations to ensure compliance.
- Prepare and submit payroll-related reports, including STP, superannuation reports, and any other required documentation to government authorities.
- Maintain and update employee data, including new hires, terminations, promotions, and changes in pay rates.
- Verify and rectify discrepancies in timesheets, leave balances, and other payroll-related information.
- Administer employee superannuation contributions in accordance with the Superannuation Guarantee (SG) requirements.
- Handle fringe benefits, salary packaging, and any other employee benefits as applicable.
- Respond to employee enquiries regarding payroll, tax, and other related matters.
- Address and resolve payroll-related issues and discrepancies in a timely and professional manner.
- Assist with payroll audits and reconciliations to ensure accuracy and compliance.
- Complete additional adhoc task within your skill set as required within the function
- Comply with NLC policy and procedures at both an organisational and operational level, ensuring that appropriate standards and operational protocols are maintained at all times.
- Perform any other reasonable tasks and duties that are required, that are within the scope of your position classification, service area and skill set as required.
- Adhere to the NLC Code of Conduct and work in a manner which is professional, respectful, and collaborative to foster sound working relationships within your immediate team and the broader organisation.
- Actively participate in performance enhancement processes and learning and development requirements of your role.
- Ensure your personal health and safety and that of others by undertaking your duties and tasks in a safe manner and complying
- Report all hazards and incidents to your direct supervisor immediately and complete all incident reporting requirements within the timeframes specified

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POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- A relevant Diploma level qualification or equivalent experience
- Minimum of two (2) years payroll processing experience in complex environment
- Sound knowledge Australian payroll legislation, taxation, and superannuation regulations.
- Proficiency in using payroll software and related tools.
- Demonstrated high level cross-cultural, interpersonal and verbal communication skills with an ability to effectively liaise, engage and coordinate across an array of to build productive working relationships
- Excellent attention to detail and a high level of accuracy.
- Organizational and time management skills.
- Problem-solving and analytical abilities.
- High level of confidentiality and integrity

DESIRABLE REQUIREMENTS

- Experience in using payroll system such as iChris or similar systems.
- Ability to communicate complex payroll information, in simple language for end users from diverse backgrounds

Date Finalised: March 2024