



Position Description

Position:	Payroll Officer
Position Status:	Full-time (1.0 FTE), ongoing position
Classification:	Level 9, in accordance with the Presbyterian Ladies' College General Staff Agreement 2022-2024
Reports to:	Payroll Administrator. All positions in the College ultimately report to the Principal

Presbyterian Ladies' College

Established in 1875, Presbyterian Ladies' College is a leading Christian independent school for girls from Kindergarten to Year 12, with onsite boarding available from Year 7.

The campus is situated in the east of Melbourne on a 16-hectare site, creating a unique environment of a school in a park.

Our core values, underpinned by our Christian Ethos, are Integrity, Empathy, Courage, Delight and Service, and these provide an enduring foundation for dynamic learning.

The College Mission is an outstanding education within a Christian context that:

- prioritises care
- promotes holistic development and growth
- personalises learning
- provides enriching opportunities
- perpetuates principled living and a service ethic
- prepares students for their time as scholars, thinkers, citizens, advocates, and leaders

Our consistently impressive academic results reflect the high-quality teaching, dedication of the students and visionary leadership for which the College has long been renowned.

We value and nurture the individual strengths and passions of the students. The personal development of our students is our priority with extensive age-appropriate care and wellbeing programs. Asian and European language studies are part of the curriculum from Prep to Year 12 with many students continuing foreign language study through either the Victorian Certificate of Education or the International Baccalaureate pathway.

The students' talents and interests are nurtured within a rich curriculum program, as well as through extensive co-curricular offerings.

Our ultimate goal is to develop girls who are fully prepared and will flourish in their life and work well beyond school as they contribute in meaningful ways to their community as scholars, thinkers, citizens, advocates and leaders.

Context of the Role

The Business Office provides professional services support to the College, specifically all areas of business administration, finance, risk management, property and facility management and development.



This office is responsible for ensuring that the administrative and financial services of the College are conducted efficiently and ethically in accordance with established standards and such that all statutory and compliance obligations are met.

Position Overview

Reporting to the Payroll Administrator, the Payroll Officer supports the end-to-end delivery of the College's fortnightly and monthly pay runs. The role processes payroll for all College staff (approximately 340 full / part time and 346 casual staff) and is a first point of contact for all payroll-related enquiries.

Working under the guidance of the Payroll Administrator, the Payroll Officer ensures all payments comply with all relevant regulations, College policies and College Enterprise Agreements and relevant awards.

This role involves managing employee records, processing payments, managing all payroll enquiries, and overseeing tax and superannuation obligations, including payroll related reporting requirements.

Key Responsibilities:

Examples of duties include but are not limited to:

Payroll Processing

- execute accurate and timely fortnightly and monthly pay runs in the College's Payroll system Synergetic
- prepare and distribute clear, correct payroll advices each pay period
- process all EFT wage, salary and deduction payments within cut-off times
- ensure pay runs comply with legislation, College policies and both Enterprise Agreements (teachers and general staff)
- manage payroll enquiries and resolve staff issues promptly
- provide full business-as-usual coverage when the Payroll Administrator is on leave

Employee Records and Leave Administration

- maintain complete employee files (including pay data, contract details and variation letters)
- keep accurate leave balances for Long Service Leave, Annual Leave, Personal Leave and other leave types, and reconcile provisions regularly
- liaise with People & Culture to align contract information with payroll outcomes
- provide current guidance on salary-packaging; redirect novated-leasing and other non-super enquiries to the Business Manager and implement any arrangements once approved
- prepare and process superannuation contributions for all funds

Banking and Statutory Compliance

- perform daily payroll bank reconciliations, investigating and correcting discrepancies
- assist Finance with payroll-related general ledger postings, accruals and month-end journals
- calculate and remit PAYG withholding, superannuation and other statutory payments on time
- prepare final pays for departing employees, including redundancy amounts, employment termination payments and separation certificates
- liaise with external bodies (ATO, Centrelink, child-support agencies, super funds, benefit providers) and issue payments as required



Payroll Systems & Process Development

- identify and recommend improvements to payroll systems, workflows and controls
- collaborate with colleagues and service providers to resolve issues and prevent recurrence
- document new procedures and share knowledge to support a culture of accuracy, professionalism and continuous learning

Self-development

- take ownership of day-to-day payroll processing, ensuring accuracy, compliance and timely completion of tasks, and proactively seeking clarification from the Payroll Administrator when needed
- contribute to a culture of professionalism and continuous improvement by identifying and recommending practical efficiencies in payroll operations
- maintain up-to-date payroll and related finance knowledge and awareness of relevant developments in the education sector

Other Duties

- other duties, as directed by the Finance Manager or Payroll Administrator
- maintain up-to-date understanding and support of the College's commitments to Child Safety, Health and Safety, and Policy and Compliance

Key Relationships:

- Business Office Team
- Payroll Administrator
- Finance Manager
- People & Culture Team
- Executive members and Senior leadership
- Aquatic Centre Manager

Mandatory Qualifications / Certifications / Registrations

- a relevant qualification in Payroll, Finance, or similar
- minimum 5 years' experience as a Senior Payroll Specialist
- current Employee Working With Children Check (WWCC)
- successful completion of a National Police Check
- current certification, or willingness to obtain certification, through PLC-run programs:
 - Provide First Aid (HLTAID011) and CPR (HLTAID009) certificates
 - Asthma First Aid certificate
 - Anaphylaxis Management certificate
 - MARAMS - Protecting Children - Mandatory Reporting and Other Legal Obligations for Non-Government Schools (or equivalent)

Please note: Staff are required to maintain current certification and compliance training as required

Knowledge, Skills and Experience

- proficiency in Synergetic Payroll system or other enterprise payroll software
- robust ICT skills, including expertise in the Microsoft Office Suite and advanced Excel skill
- experience in schools or the education sector, would be well regarded



- sound knowledge of Australian payroll legislation (Fair Work Act, Superannuation Guarantee, PAYG withholding, payroll tax, Single Touch Payroll Phase 2)
- experience working in a payroll team
- commitment to confidentiality and data security when handling sensitive employee information
- ability to meet payroll and reporting deadlines with high-level accuracy and attention to detail, with the capacity to juggle multiple priorities
- a keen sense of organisation, coupled with analytical skills and adeptness at multitasking
- excellent oral and written communication skills across all levels of the College
- adaptable and open to change, with a proactive approach to business improvements

Key Attributes

- a warm, welcoming and positive manner, able to empathise with members of the College community
- calm under pressure
- ability to cope with constant interruptions
- confident to work independently whilst valuing team collaboration
- ability to identify areas in operating systems that require change
- a strong desire for accuracy
- a high-level of professional and personal integrity
- high standards of discretion, ensuring utmost confidentiality and sensitivity is displayed in all professional interactions
- a commitment to the continual upgrade of personal skills and qualifications
- actively support the College's mission, values and goals in all dealings with members of the school family and wider community

All appointments of General Staff are subject to a satisfactory National Police Check, at the expense of the employer.

Mrs Cheryl Penberthy

Principal

May 2025

The purpose of this position description is to provide a general overview of the key responsibilities of the position and is not intended to represent the entirety of the position nor is it intended to be all-inclusive