

Employee Position Description

Position Details		
Position Title: Payroll Manager	Department: Finance and Corporate Services	Reports To: Chief Financial Officer
Primary Work Site: Hawthorn, Lilydale	Is travel between sites required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Is hybrid working available for role? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Employment Status <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Maximum Term <input type="checkbox"/> Casual		Does the role have direct reports? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Enterprise Agreement: VICTORIAN STAND-ALONE COMMUNITY HEALTH SERVICES (HEALTH AND ALLIED SERVICES, MANAGERS AND ADMINISTRATIVE OFFICERS) MULTIPLE ENTERPRISE AGREEMENT 2022-2026		Classification: Grade 4
Position Primary Purpose		
<p>The purpose of this position is to support Access Health and Community to deliver high quality, safe and sustainable services. To deliver on this the Payroll Manger will support their team to grow and thrive, proactively manage team performance. The role is a significant change agent role within Access Health and Community (AccessHC) leading the payroll team, ensuring compliance, accuracy and timely processing of payments.</p>		
Key Accountabilities		
Focus Area	Responsibilities	
People Leadership	<ul style="list-style-type: none"> Support an engaged workforce by championing a person-centred and values-driven culture Communicate effectively to inform, engage and empower our people Ensure the best use of resources to effectively plan, perform and deliver. Create and enable talented and diverse teams. 	

	<ul style="list-style-type: none"> • Define clear performance and development expectations to deliver on organisational goals. • Focus on people's strengths and champion individual and team development. • Provide time, resources and opportunities for people to develop and thrive. • Invite feedback gratefully and steps into challenging conversations with courage and respect • Role model effective wellbeing practices and supports and guides others in managing stress and stressors.
Commitment to Access	<ul style="list-style-type: none"> • Support evidence-based practice and alignment to the organisational service model • Support and seek consumer and employee feedback, community engagement and impact measurement frameworks and tools across teams and within work to ensure understanding and continuous improvement of internal and external service provision
Collaboration & Innovation	<ul style="list-style-type: none"> • Work collaboratively with other leaders and teams to identify and implement opportunities for innovation and integration of services to achieve better outcomes • Work collaboratively with team members to enhance financial acumen to deliver desired financial outcomes.
Risk Quality & Safety	<ul style="list-style-type: none"> • Ensure organisational risk, quality and safety systems are implemented across the team • Monitor compliance with regulatory, contractual and organisational requirements; including contribution to preparation for accreditation activities. • Actively contributes to the development, review and implementation of policies and procedures to support compliance in providing quality work.
Technical, Professional & Clinical Focus Area	<ul style="list-style-type: none"> • Manage the day-to-day operations of the payroll department, including cashflow management, accounts receivable and accounts payable. • Timely completion of month end payroll related financial and management reporting. • Interpretation of employment agreements and awards, ensuring adherence • Preparation and management of external returns required by government and funding bodies. • Support the CFO in budget and forecast preparation and adherence. • Key role in annual and interim audit process. • Management of payroll systems. • Documentation of payroll and payroll systems policies, procedures and processes. • Collaborate with corporate and operational teams to identify and implement process improvements • Lead the improvement of payroll practice and control frameworks to drive accuracy across all payroll processes. • Create a robust fortnightly payroll process with payroll compliance checks and controls to ensure the accuracy and timeliness of all payroll functions • Ensure payroll delivers key support functions for service delivery by maintaining, supporting and enhancing individual and group performance and accountability.

Beyond the key accountabilities specific to the role, all employees are expected to demonstrate the values of the organisation and the capabilities set out in the AccessHC Core Capability Framework (Attachment 1). The position description outlines the key accountabilities of the role but is not exhaustive. All employees will be expected to comply with their manager's directions when and as required, which may include completion of duties not listed in this document.

Selection Criteria	
Screening Requirements	<input checked="" type="checkbox"/> Police Check <input checked="" type="checkbox"/> International Police Check (if lived overseas in last 10 years) <input checked="" type="checkbox"/> Working with Children Check <input type="checkbox"/> NDIS Worker Screening <input checked="" type="checkbox"/> Australian Driver's License
Qualifications	<ul style="list-style-type: none"> Tertiary qualifications in Commerce/ Business.
Experience	<ul style="list-style-type: none"> Minimum of 10 years' experience as a Payroll Manager or similar roles Experience in directly working with a CFO, Executive, Senior Managers and CEO Experience in leading small/medium size teams. Experience in health, disability or aged care services (preferred)
Demonstrated Skills and Knowledge	<ul style="list-style-type: none"> Proficiency in payroll software solutions High level of compliance with payroll legislation High level of accuracy and attention to detail. Strong written and verbal communication skills Strong organizational and time-management skills. A proactive, customer-focused mindset. Ability to strengthen internal relationships
<p>Access Health and Community is an equal opportunity employer committed to providing an inclusive working environment that embraces and values all people, regardless of cultural background, age, gender identity, sexuality or lived and living experience. We value the diversity and strength of Aboriginal and Torres Strait Islander cultures and are committed to delivering on our vision for reconciliation through our recruitment and employment practices.</p>	

Authorisations	
Employee Name: Signature: _____	Manager Name: Signature: _____

Authorisations

Date: / /

Date: / /