



St Catherine's School

POSITION DESCRIPTION PAYROLL ADMINISTRATOR

Department	Finance	Reports to	Finance Manager
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School Charter	As a leading girls' school in Australia, St Catherine's is committed to nurturing and empowering independent and globally responsive young women, enabling them to approach all their endeavours with confidence, wisdom, and integrity.
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Our Vision and Values	<p>School Values: Integrity, Curiosity, Perseverance, Empathy, Gratitude</p> <p>'A St Catherine's student approaches her dealings with all others with absolute and unwavering integrity. She approaches both her work and the world around her with a sense of curiosity. She will always persevere, even when the path ahead seems challenging. She displays genuine empathy and gratitude at all times.'</p>
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School Motto	<i>Nil magnum nisi bonum</i> - Nothing is great unless it is good.
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Introduction

Reporting to the Finance Manager, the Payroll Administrator is responsible for processing the fortnightly payroll for an organisation of about 250 employees.

It is expected that all staff at St Catherine's will embrace the School's strategic intent and goals, particularly in regard to the School's values and traditions and our Culture of Thinking.

We seek to appoint a highly skilled professional, who embraces school life and contributes to the community.

SPECIFIC RESPONSIBILITIES

Payroll Administration

- Perform all administrative and processing functions necessary to ensure the accurate and timely payment of salaries in accordance with statutory requirements.
- Prepare all calculations for pay adjustments, long service leave, pro-rata, backdated and termination payments for review and authorization by the Finance Manager.
- Maintain accurate employee records in both the Access Micropay system and the Connx system for staff Annual, Sick and Carer's Leave, personal details, entitlements, and histories.
- Prepare annual leave and long service leave liability reports on a monthly basis for the purpose of School Council reporting.
- Post salary costs into the General Ledger using Micropay and Synergetic.
- Administration of staff salary packaging.
- Within legislative time frames, prepare monthly employee and employer contributions' returns and payment of Superannuation (via the School's superannuation clearing house).
- Ensure the accurate and timely remittance and notification of Withholding Tax payments and ensure compliance with ATO requirements.
- Ensure the accurate and timely completion of employee Payment Summaries, and Tax Remittances.
- Maintain accurate records to assist in the preparation of the School's FBT return.
- Process the School's WorkCover claims and oversee the preparation of the School's annual WorkCover return.
- Be familiar with the School's Certified Agreements and Modern Award conditions and relevant legislation ensuring compliance at all times.
- Provide assistance to staff with payroll related queries and reports in a prompt manner, including but not limited to ABS reporting, WGEA reporting and various other reports as required.
- Assist the HR Manager as necessary in the budget process.

Child Safety Responsibilities

- Provide students with a Child Safe environment.
- Ensure and promote the safety of children from diverse backgrounds including children from culturally and/or linguistically diverse backgrounds, Aboriginal children, and children with disabilities.
- Be familiar with and comply with the School's Child Safe policy and Child Safe Code of Conduct, and any other policies or procedures relating to child safety.
- Participate in the School's Child Safe training programs as required.
- Raise any child safety concerns with the School's Child Safety Champions.

Key Selection Criteria

- Previous experience in a payroll related role.
- Experience in Micropay and Connx highly desirable.
- Strong communication skills, both written and verbal.
- Outstanding professionalism including highly developed customer service skills and interpersonal skills.
- Experience handling sensitive and confidential information.

- Ability to be proactive and take initiative.
- High level of accuracy and attention to detail.
- Highly developed organisational skills and an ability to manage and prioritise tasks.
- Flexibility and willingness to learn.
- Experience in Micropay is highly desirable.
- Previous experience in the Education industry would be highly regarded.
- Current Working with Children Check.
- Willingness to uphold the ethos and values of the School at all times.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of duties attached to this position. The Position Description is subject to review in response to the changing needs of the School and the development of skills and knowledge of the successful incumbent.
