



POSITION DESCRIPTION

POSITION:	Payroll Officer
KEY RELATIONSHIPS:	This position reports to the Finance Manager. All positions at the School ultimately report to the Principal.
POSITION STATUS:	Part-time (0.6 FTE) Ongoing role (inclusive of 4 weeks' Annual Leave pa)
PRIMARY FOCUS:	The Payroll Officer provides support to the Finance Manager and is responsible for the accurate and timely processing of the payroll on a monthly basis, maintaining confidential payroll records, including leave balances and accruals, and responding to payroll related queries.
DOCUMENT DATE:	March 2025

CAMBERWELL GIRLS GRAMMAR SCHOOL – A Community Dedicated to Learning, Action and Service

Our Vision

A leader and innovator in education, dedicated to fostering a passion for learning and building a more just and sustainable world.

Our Mission

A Christian school in the Anglican tradition, inspiring students in their love of learning and nurturing compassionate leaders with global mindsets.

Our Values

We welcome students of all faiths and cultures, educating them to see wisdom through intellectual inquiry, service learning and spiritual growth, honouring the values of integrity, commitment, respect, hope and courage.

Our Key Areas of Focus

- Learning Designed for All
- Our Community
- Our Expert Workforce

Our Motto

'Utilis in Ministerium' (Useful in Service)

COMMITMENT TO CHILD SAFETY

Camberwell Girls Grammar School (CGGS) is a child safe organisation which welcomes all children, young people, their families and their participation. We are committed to providing culturally inclusive environments where all our students are safe and feel safe and have confidence their voice is heard. We promote positive interactions between students and adults, and between students and their peers based on mutual trust and respect.

Child safety is a shared responsibility. Everyone engaged or employed by CGGS has a role to play in promoting child safety. All are aware of their responsibility to promptly raise issues or concerns about a child's safety or wellbeing. We have zero tolerance for child abuse and we take proactive steps to identify children who may be at risk or experiencing vulnerability to mitigate harm or distress.

Particular attention is given to the safety needs of Aboriginal or Torres Strait Islander students, those from culturally and linguistically diverse backgrounds, students with disabilities, international students, those unable to live at home and children and young people who identify as LGBTQIA+.

We regularly seek input from students, parents, carers, staff and volunteers in our child safe practices and communicate our policies and ongoing strategies following each systematic review.

STAFF OBLIGATION TO CHILD SAFETY

All staff at Camberwell Girls Grammar School (CGGS) take an active role, and are well informed of their obligations, in relation to Child Safety Ministerial Order No 1359 – “Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises”. The CGGS Child Safety Commitment is incorporated into the school’s employment cycle from recruitment and reference checking to induction, probationary and 12 monthly performance reviews and regular Professional Learning. Employment at CGGS is subject to school policies including the Child Safety and Wellbeing Policy, Community Code of Conduct (includes Child Safety), Child Safety Mandatory Response and Reporting Policy being read, understood and adhered to.

CHILD SAFETY EXPECTATIONS FOR STAFF

All staff at CGGS must ensure that their students have a child safe learning environment at all times. Every interaction that a staff member has with a student must be conducted with child safe standards in mind and with an understanding of the CGGS child safe policies and procedures. This relates to all student interactions onsite, offsite or online, and in all programs including excursions, events, camps and parent involvement activities.

THE ROLE

The Payroll Officer reports to the Finance Manager and is responsible for all payroll related matters which includes functions such as processing payroll, developing various reports, maintaining confidential payroll records, collecting and reporting financial information used in audits, budget development and other duties as assigned. They are expected to provide a high quality, comprehensive payroll service ensuring that salaries and expenses are paid within the regulatory framework. The Payroll Officer acts as a resource for staff and management, responding to all payroll-related queries in a timely and efficient manner.

KEY INTERNAL CONNECTIONS

Reporting directly to

- Finance Manager

Associated Relationships

- Principal
- Chief Financial & Operating Officer
- Deputy Principal
- Human Resources
- Heads of Department
- CGGS Teaching and Professional Services Staff

KEY EXTERNAL CONNECTIONS

- Former staff
- Australian Taxation Office
- Superannuation Funds
- Salary Packaging Provider
- Industry Bodies



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KEY DUTIES & RESPONSIBILITIES

1. Payroll Administration

- Manage the end-to-end processing of payroll for the School.
- Ensure all payroll transactions are processed efficiently and accurately within the payroll system.
- Prepare and enter timesheet data for the monthly payroll, including full-time, part-time, and casual employees.
- Ensure accurate data entry for all deductions, including BYOD repayments and school fee deductions, as approved.
- Oversee the salary packaging process for the School in conjunction with the School's Salary Packaging Provider.
- Facilitate, process and reconcile staff salary sacrifice arrangements.
- Where necessary liaise with staff regarding monthly payroll changes.
- Prepare ongoing payroll processing activities within TASS and present monthly payroll transactions for analysis and release.
- Prepare and process all end of year calculations, including annual leave loading payments and pro-rata (1 in 3) teacher payments.
- Prepare calculations and processing of termination pays and redundancy payments where required.
- Assist with the set up and termination of employees on TASS in conjunction with the School's HR Administrator.
- Assist with the preparation of the initial salary and wages budget and the analysis of salary variances to budget.
- Conduct thorough financial analysis to identify potential risks and opportunities and inform budgeting decisions.
- Update salary pay rates and scales as required.
- Calculate and process annual pay increases and load increases as occur from time to time.
- Collect and enter data in order to maintain the Payroll Masterfile.
- Assist employees with updating details via Teacher Kiosk, including contact information, next of kin details, and bank account information.
- Resolve payroll discrepancies.
- Maintain staff leave records, including Annual Leave, Personal Leave and Long Service Leave (LSL).
- Preparation of LSL calculations as required by HR.
- Assistance with reconciliation of leave provisions.
- Complete General Ledger entries for payroll transactions as required.
- Ensure knowledge is current on new legislation and regulatory rulings impacting payroll.
- Contribute to the continuous improvement of systems and processes ensuring services meet professional and industry standards.
- Apply detailed knowledge of relevant industrial awards and agreements, including the National Employment Standards (NES).

2. Payroll Reporting, Lodgments & Compliance Reporting

- Complete monthly Single Touch Payroll (STP) reporting to the Australian Taxation Office (ATO), ensuring compliance with all regulatory requirements.
- Reconcile superannuation payable and submit monthly payments to the clearing house, ensuring compliance with superannuation requirements and current legislation.
- Assist with the preparation of monthly Payroll Tax Returns.
- Assist with the preparation of information required for the annual:
 - Fringe Benefits Tax (FBT) Return
 - Workplace Gender Equality Agency (WGEA) Report
 - WorkCover Declaration
- Assist the Finance Manager with the accurate preparation and lodgment of Australian Taxation Office (ATO) End of Year processing including PAYG payment summaries and other requirements.
- Attend to payroll related Internal and External Audit requirements.
- Assist in developing financial and operational reporting as requested.
- Prepare leave reports for HR as requested.

3. Communication & Business Office Support

- Respond to employee payroll queries regarding payslips and, where relevant, provide general advice to staff on deductions, entitlements and taxation.
- Communicate on complex and sensitive matters clearly, selecting language, tone and format to suit target recipients.



- Attend to all correspondence, emails and telephone calls in a timely and professional manner.
- Provide guidance on payroll-related policies and procedures
- Where workload allows, assist with other administrative duties, as directed by the Finance Manager or Chief Financial & Operating Officer.
- Maintain confidentiality with all aspects of the role.

4. Other duties as appropriate to the position

- Attend whole of school staff meetings as required from time to time.
- Participate in the annual School review process in order to continuously improve knowledge and practice.
- All other duties and responsibilities as set out in the CGGS Staff Handbook.

5. Health & Safety

All staff are expected to:

- Adhere to and implement all safe work practices and procedures in accordance with the CGGS Occupational Health & Safety policy, Workplace Health & Safety policy and Manual Handling policy.
- Work safely and report any hazards in accordance with school procedures.
- Monitor and take full care of the health and safety of others within area of responsibility.
- Participate when required in the resolution of safety issues.

KEY PERSONAL ATTRIBUTES

- High level communication and interpersonal skills.
- Strong computer literacy (Word, Outlook, Excel and Internet) and database experience.
- The ability to handle confidential information with integrity and discretion.
- High level problem solving, research/investigation and analytical skills.
- The ability to maintain high work standards with limited supervision.
- A commitment to achieving best practice.
- The ability to operate effectively in a collaborative team environment, establishing a rapport and building strong relationships.
- Highly organised and resourceful.
- Excellent skills of time management, organisation and ability to multi-task and prioritise under pressure.
- Attention to detail.
- Enthusiastic, passionate, positive and flexible attitude.
- A warm and friendly disposition, with a calm, tactful and diplomatic approach.
- High standard of personal presentation.
- Alignment with the School Values.
- Commitment to customer service and risk management.
- Loyalty to the School and commitment to the promotion of continuous improvement and a positive and supportive school culture.

QUALIFICATIONS

Essential Criteria:

Minimum 2 years experience working in a similar role

Technical payroll knowledge - a strong understanding of payroll processing, taxation and superannuation regulations.

Knowledge of payroll legislative requirements and award interpretation

First Aid qualification (Level 2) and current CPR qualification.



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Anaphylaxis Awareness qualification in line with Ministerial Order No. 706.
Current Working with Children Check.
Current National Criminal History Police Check.

Desirable Criteria: Relevant payroll qualification
Previous experience within the education sector
Previous experience with TASS

PROFESSIONAL EXPECTATIONS

- Demonstrate commitment to Ministerial Order No. 1359 – Implementing the Child Safe Standards, and CGGS Code of Conduct.
- Be responsive and maintain respectful communications and collaborative relationships with the CGGS community.
- Model exemplary ethical behaviour and exercise informed judgments in all professional dealings.
- Meet expectations as set out in the CGGS Staff Handbook.
- Adhere to and implement all safe work practices and procedures in accordance with the CGGS Occupational Health & Safety policy, Workplace Health & Safety policy and Manual Handling policy.
- Work safely and report any hazards in accordance with school procedures.
- Participate in OHS training as required.

WHY WORK AT CAMBERWELL GIRLS GRAMMAR SCHOOL?

Camberwell Girls offers opportunities for every student to be the creator of high-quality work, in an environment focused firmly on the future. Through academic excellence, we pride ourselves on being innovative as well as providing the following benefits to all staff:

- Staff wellbeing focus and fun social activities
- Salaries and packages above Award-level
- Active Professional Learning & Development programs
- Paid Discretionary Leave
- Additional paid Personal/carer's Leave
- Employee Assistance Program available for all staff and their immediate household members

N.B. This position description is not intended to represent the entirety of the position nor is it intended to be all-inclusive. CGGS reserves the right to modify this position description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.



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