



Position Description

Position Title:	Payroll Specialist (PN 2210)		
Position Type:	Permanent Full-Time		
Department:	Finance		
Date Approved:	August 2026	Version Number:	2
Hours per week:	35	Award Classification:	Band 3 Level 1
FTE	1	Salary Classification	Grade 4

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employee's key performance indicators as part of their annual performance review. Position Descriptions may be amended from time to time in accordance with the business needs and in consultation with the incumbent of the position. Employees are expected to perform the duties and responsibilities of their position as outlined in their Position Description and as reasonably directed by their supervisor or manager.

1. Primary Objective (Role Purpose)

Administer Council's payroll and associated functions to ensure the accurate, timely and compliant processing of employee entitlements, payroll reporting, reconciliations and statutory obligations in accordance with the NSW Local Government (State) Award, relevant legislation, and Council policies and procedures.

2. Key Accountabilities

- Process Council's payroll and related transactions accurately and within required timeframes, ensuring compliance with the NSW Local Government (State) Award, relevant legislation, taxation requirements, and Council policies and procedures.
- Review, validate and process payroll transactions, including timesheets, leave requests, allowances, overtime and other employee entitlements, ensuring appropriate approvals, data integrity and accurate payroll records are maintained.
- Process superannuation contributions, PAYG withholding and Single Touch Payroll (STP) reporting, and prepare payroll reconciliations, end-of-financial-year reporting and other statutory returns in accordance with legislative, audit and reporting requirements.
- Create, maintain and update employee payroll records throughout the employee lifecycle, including commencements, employment changes and terminations, ensuring employees are paid accurately and in a timely manner.
- Prepare payroll reports, reconciliations and payroll-related information to support financial reporting, budgeting, audit requirements and informed management decision-making.
- Provide accurate and timely advice to managers and supervisors on payroll matters, Award interpretation and the application of payroll-related policies and procedures, in consultation with People and Culture where required.
- Respond to employee payroll enquiries in a professional, confidential and customer-focused manner, providing accurate information and resolving issues promptly.
- Respond to requests for payroll information from external agencies, including the Australian Taxation Office, superannuation funds, auditors and other authorised organisations, ensuring information provided is accurate, complete and compliant with legislative and reporting requirements.
- Maintain payroll system integrity by supporting system updates, testing changes and identifying opportunities to improve payroll processes, reporting capability and service delivery.
- Identify, recommend and implement improvements to payroll processes and procedures to enhance efficiency, compliance and customer service.
- Maintain the confidentiality and security of employee payroll information in accordance with privacy legislation and Council policies and procedures.
- Contribute to the effective operation of the Finance team by undertaking other duties and projects commensurate with the skills, knowledge and responsibilities of the position.
- Provide payroll information and reporting support to the People and Culture team as required.
- Undertake other duties as directed.

3. Core Competencies (Knowledge Skills and Experience)

Qualifications

- Relevant payroll qualifications and/or demonstrated equivalent knowledge, skills and experience gained through relevant work experience

Note: All licenses/tickets stated in the position description must be current/valid during the duration of your employment. Should there be a change in status it is the employee's responsibility to notify Council as soon as practicable.

Experience

- Demonstrated payroll experience within a complex payroll environment, including the administration of employee entitlements, statutory obligations and payroll reporting.
- Demonstrated knowledge of payroll-related statutory requirements and regulations, including superannuation guarantee obligations, Paid Parental Leave requirements and the tax treatment of various payments and allowances.
- Demonstrated experience interpreting and applying industry awards or other collective agreements.
- Demonstrated experience using HRIS and payroll software.
- Demonstrated experience processing and interpreting employee entitlements, including leave, allowances, overtime and deductions in accordance with relevant legislation, industrial instruments and organisational policies.
- Experience preparing payroll reconciliations and investigating and resolving payroll discrepancies.
- Knowledge of the NSW Local Government (State) Award (desirable).
- Understanding of accounting principles (desirable).
- Experience contributing to projects, process improvements or system enhancements (desirable).

Skills

- Strong systems skills, including experience using payroll and HRIS software, with the ability to learn and adapt to new systems.
- Intermediate Microsoft Office skills, including Microsoft Excel, with advanced Microsoft Excel skills (desirable).
- High level of accuracy and attention to detail, particularly in relation to data entry, calculations and maintaining data integrity.
- Strong planning and time management skills, with the ability to prioritise competing tasks and meet regular payroll deadlines.
- Demonstrated ability to meet deadlines and deliver accurate outcomes within required timeframes.
- Strong customer service, communication and problem-solving skills, with the ability to provide clear and accurate payroll advice to employees and managers.
- Effective conflict resolution skills and the ability to manage sensitive payroll matters professionally and confidentially.
- Ability to analyse payroll data and prepare accurate reports to support operational and financial requirements.
- Project management skills (desirable).

4. Supervision Received

This role reports to the Senior Accountant.

5. Supervision Exercised

Nil.

6. Delegations

The Payroll Specialist will exercise the functions of the Council as delegated to the position.

7. Council Overview

Bellingen Shire Council Local Government Area covers approximately 1,600 square kilometres and has an estimated population of 13,219. Bellingen Shire Council is the gateway to the world heritage listed Dorrig National Park and has an abundance of natural assets. The Local Government Area is home to significant local and state infrastructure and Waterfall Way is a key east, west commuter corridors between the Pacific Highway and the New England Highway. Council is committed to being connected, sustainable and creative.

8. Our Values



Service Ethic /
Commitment



Professionalism



Respect



Teamwork



Integrity



Communication

The guiding principles of respect, professionalism, integrity, teamwork, communication, and service commitment define how Bellingen Shire Council strengthens its working environment to deliver on the aspirations of our community.

9. Expected Behaviours

All employees must adhere to Council's Code of Conduct and undertake their role in accordance with the policies and procedures of Council.

Council is committed to the following important principles and practices:

Workplace health and safety (WHS)

All employees have responsibility for implementation of our WHS systems and procedures and to ensure they work in a manner that maintains the safety, health and welfare of themselves and others at the workplace.

A professional working environment free from discrimination, harassment, and victimisation

It is the responsibility of all employees to ensure that proper standards of the conduct are upheld in the workplace. Behaviour which contravenes these standards will not be tolerated.

Economic, environmental, and social sustainability

Employees are required to consider these three strands of sustainability in all work-related decisions. In addition, employees are expected to adopt work practices consistent with this commitment and take action to reduce waste, prevent pollution and minimise the use of natural resources and energy.

10. Acknowledgement

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements.

I have signed below in acknowledgement of reading, understanding, and accepting the contents of this document. I accept that, with consultation, my duties and delegations may be modified by Council from time to time as necessary.

«CandidateSignature_tag»