

# WAVERLEY CHRISTIAN COLLEGE Inc

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## Position Description

**Name:**

**Position:**

Payroll Officer

**Campus:**

Wantirna South

**Employment Status:**

FTE 1.0

**Reports Directly To:**

Human Resources Manager

## Ministry Specifications:

### Fortnightly Responsibilities Include:

- Preparation of payroll which involves calculations of additional pay, casual pay, leave taken, leave entitlements, Government Paid Parental Leave amounts, Student Teacher Allowances, termination or parental leave payout (when necessary) etc.
- Processing of payroll and associated bank reports using HR3 for 300+ permanent and casual employees across multiple campuses
- Provision of customer service to staff responding to email and phone queries
- Uploading of payment files to financial institution
- Preparation and posting of general journals to the general ledger
- Preparation for PAYG Withholding payment
- Maintenance of all employee payroll records

### Monthly Responsibilities Include:

- Preparation and payment of Superannuation in HR3 and Colonial online
- Preparing, updating and maintaining payroll reports (leave taken, CRT and other related reports)
- Payroll Reconciliation

### Reports To Prepare By May Each Year

- Preparation of FBT Report for ATO

### Other Requirements:

- Calculation of Salary Packaging worksheet (includes FBT amounts, tax savings etc.)
- Updating and maintaining Salary Sacrifice Payments report (FBT report due in May)
- Liasing with external salary packaging providers and providing information as required
- Attending to payroll related queries
- Scanning & archiving payroll documents
- Following up outstanding leave forms from staff and pending/preapproved leave forms from SMT
- Preparing and processing reduced holiday leave entitlements and termination payouts from Nov each year
- Processing level and pay increases for Teachers (Feb and April)
- Processing level and pay increases for Teachers Aides/Assistants (Feb and Oct)

- Processing pay increases for Admin/Maintenance/IT staff (Feb)
- Preparation, printing and distribution of Annual Payment Summaries and related reports (end of June each year)
- Have an understanding of payroll legislation
- Familiarity with the various awards relevant to the education industry
- Familiarity with MYOB, Powerpay, EXO and HR3 payroll systems (pay queries and pay reports)
- Supporting Human Resources activities and tasks as designated by HR Manager
- Provide support to the General Office and other Administrative staff members/areas as required
- Flexibility in taking on varied tasks as required
- Actively pursue best practice in all areas of responsibility

## **Inherent Requirements of the Role**

### **Administration / IT Staff**

- Prolonged periods of sitting
- Using a computer for a prolonged period of time
- Some repetitive actions (e.g. stapling, hole punching, collating)
- Occasional food handling and preparation
- Ability and licence to drive College cars, as required
- Occasional bending, lifting and carrying
- Standing tasks requiring twisting and turning

## **Occupational Health and Safety Responsibilities**

- Ensure, so far as is reasonably practicable, that work/study/classroom areas under your control are without risk to health and safety of occupants
- To have knowledge of, and comply with the College's OHS policies and procedures
- To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- Participate in relevant training and induction sessions
- To report all incidents and/or potential hazards to the Bursar and Property Manager as soon as possible

As part of your employment, you are expected to participate in a range of duties beyond your own responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Participation in relevant meetings
- Attendance at the first day for staff, Staff Retreat and end of year function

Some duties will need to be performed at times other than during the school day including on weekends. Your duties may be varied by the College from time to time in accordance with the College's operational requirements.