

# Position Description



**NORTHERN  
LAND COUNCIL**  
*Our Land, Our Sea, Our Life*

<b>Job Title:</b>	<b>Senior Payroll Officer</b>	<b>Position No:</b>	<b>NT 53</b>
<b>Department:</b>	<b>People Services</b>	<b>Branch/Unit</b>	<b>Payroll</b>
<b>Classification Level:</b>	<b>ASO6</b>		
<b>Reports to:</b>	<b>Payroll Coordinator</b>	<b>Direct Reports:</b>	<b>Nil / list</b>
<b>Location</b>	<b>Darwin</b>	<b>Date Approved:</b>	<b>November 2023</b>

## OUR ROLE

The Northern Land Council (NLC) is responsible for assisting Aboriginal people in the Top End of the Northern Territory to acquire and manage their lands and seas under the Aboriginal Land Rights Act (Northern Territory) 1976 (Cth) and the Native Title Act 1993 (Cth).

Nearly 50 years on we continue to serve over 50,000 Aboriginal people of the Top End and remain committed to enhancing Aboriginal peoples social, political and economic participation by supporting their aspirations and amplifying their voices on a range of issues impacting on their lands, seas, culture and communities.

## OUR VALUES

### Consult

- With Traditional Owners
- Present and explain options to enable them to make decisions and choices with free, prior and informed consent
- Engage in two-way communication to actively listen and explain meaning

### Be Responsive

- To Aboriginal people's needs and effectively advocate for their rights and interests
- Provide effective services to the people we represent and other stakeholders
- Complete actions and tasks in a timely way, be accountable by to the people we represent

### Respect

- Aboriginal law, culture and tradition
- Our stakeholders and those who we work with
- Act with integrity, honesty and fairness
- Act in a manner that is appropriate and sensitive to cultural differences

### Social Justice

- Promote the rights and participation of Aboriginal people to achieve equity, fairness and opportunity
- Demonstrate strong leadership and advocate on behalf of Traditional Owners

*Our Land, Our Sea, Our Life*



## YOUR ROLE

The Senior Payroll Officer is responsible for overseeing and executing the standard payroll processes for the NLC in accordance with legislative requirements and organisational timeframes. The Senior Payroll Officer is also responsible for assisting train and develop more junior payroll officers, driving a customer focused service and assisting Payroll Coordinator with any adhoc tasks.

## YOUR RESPONSIBILITIES

- Manage the end-to-end payroll processing, including payroll preparation work, data entry, calculation of wages, checking and distribution of salaries at the NLC.
- Assist with complex payroll calculations such as ETP's, LSL
- Ensure accuracy and timeliness in processing payroll for all employees and council members
- Actively assist with EOM and EOY system administration and reporting
- Stay up-to-date with legislative requirements such as the NLC Enterprise Agreement, Australian tax laws and superannuation requirements.
- Prepare and submit statutory reports and payments (STP, PAYG, superannuation, etc.).
- Maintain consistent system administration with master files, position establishment and associated functionality
- Administer and maintain accurate payroll records, including employee details, timesheets, and leave balances including recording in our document management system
- Generate payroll reports for management, finance, and auditing purposes as required for standard and ad hoc reporting
- Actively assess and make recommendation for improvement in the use of our payroll software or systems to improve efficiencies and automate processes and streamline payroll functions.
- Update, Troubleshoot and resolve payroll system issues in accordance with system knowledge
- Provide a customer driven service and address employee enquiries related to payroll, taxes, and superannuation in an accurate and timely manner, escalating where necessary
- Undertake any other duties or analysis as required
- Undertake internal audits of payroll records to ensure accuracy and integrity as required
- Adhere to the NLC Code of Conduct and work in a manner which is professional, respectful, and collaborative to foster sound working relationships within your immediate team and the broader NLC organisation.
- Actively participate in performance enhancement processes and learning and development requirements of your role.
- Ensure your personal health and safety and that of others by undertaking your duties and tasks in a safe manner and complying with NLC's WHS management system and associated policies and procedures.

## POSITION REQUIREMENTS

### ESSENTIAL REQUIREMENTS

- Diploma of Payroll Services or equivalent qualification and or experience
- Minimum of three (3) years payroll processing experience in complex operational environments
- In-depth knowledge of Australian payroll regulations, tax laws, and superannuation.
- Excellent attention to detail and accuracy.
- Ability to maintain confidentiality and handle sensitive information.



- Ability to communicate complex payroll information, in simple language for end users from diverse backgrounds

## DESIRABLE REQUIREMENTS

- Bachelor's degree in Accounting, Finance, or a related field is preferred.
- Experience in using payroll system such as iChris or similar systems.
- Significant demonstrated knowledge, understanding and respect of Indigenous Australian culture, customs and society and the ability to gain and maintain credibility with Aboriginal and/or Torres Strait Islander people, communities and organisations to ensure all work produced and undertaken is culturally safe and appropriate.