

## POSITION DESCRIPTION

<b>Position Title:</b>	Payroll Officer
<b>Department:</b>	Finance

### ORGANISATIONAL INFORMATION

MADEC, a not for profit organisation, is a provider of Employment Services, Education and Training, Labour Hire and Harvest Labour services across multiple states. With over 40 years of history, MADEC aims to deliver service excellence in the four pillars of its business operation.

Working in accordance with the guidelines set down by the Government, our business operation is focused on gaining successful employment outcomes for our clients. This is achieved by working with our clients to ensure we understand their barriers to employment, upskilling and providing training solutions, sourcing work opportunities via labour hire, harvest or by partnering with business and industry stakeholders to secure sustainable work options for our clients.

### PRIMARY PURPOSE OF ROLE

1. Processing of payroll, adjustments and associated payroll administration.
2. Develop payroll and business systems to ensure quality and consistency of payroll administration.
3. Ensure that all payroll obligations are processed in line with legislative/award and EBA requirements.
4. Provide financial information and reports and assist in the audit process.

Direct Reports to this Role	Total Number of Reports
Nil	Nil

### Key Relationships

<b>Internal</b>	<p>Reports on a day to day basis to the CFO</p> <p>Site Managers</p> <p>All employees</p> <p>Human Resources staff</p>
<b>External</b>	<p>Agencies</p> <p>Super funds</p> <p>Salary packaging companies</p> <p>Funding bodies/agencies</p>

<b>KEY RESPONSIBILITIES / DUTIES</b>
<b>Payroll - general</b>
Verify timesheets have been provided and approved by appropriate manager or authorised delegate.
Calculate and ensure salaries and wages comply and are distributed accurately as per EBA, Award, Employment Contracts, Labour Hire/PSW contracts and other legislative requirements including taxation and superannuation.
Process overtime and ensure that the employer obligations are met in respect to applications where applicable.
Process leave applications for permanent staff and ensure that all leave and employer obligations are recorded in an appropriate manner.
Process back pays, award increases, bonus, incremental increase, pay adjustments and any payroll variations and other variations to associated employee conditions and benefits.
Ensure that reconciliation of pay-runs are completed and discrepancies addressed as appropriate.
Maintain and review of employee entitlements including sick leave, annual leave, accrued day's off and long service leave records.
Calculation, deduction and reconciliation for recovery of employee expenses or accounts received, including charge rate for labour hire and PSW if applicable.
Processing of commencements, cessations and terminations for employees
Create and maintain hardcopy employee files including assistance to other sites to maintain records.
Liaise with external government agencies for the application of specific compliance functions, eg child maintenance support payments and Centrelink if required.
Compile employee payment summaries at the end of the financial year, including the preparation, reconciliation and distribution to all employees.
Attend to the remittance of monthly superannuation payments, including liaison with funds regarding employee documentation, resignation, etc.
Provide employee information and details of organisational superannuation contributions as processed through the payroll to the appropriate provider.
Ensure MADEC's obligations with regards to wage subsidy schemes are adhered to.
Prepare payroll/finance reports for stakeholders as required in a timely and accurate manner.
To ensure confidentiality is maintained at all times.
Participate in finance/payroll projects as required.
Work closely and collaboratively with the HR team.
<b>Payroll - MADEC</b>
Liaise with salary packaging provider to ensure that appropriate coordination occurs regarding employees' salary packaging and other deductions.
Maintenance of records in TechOne ensuring they are both complete and accurate, including spreadsheets and analysis of payroll and finance data.
<b>Payroll – labour hire and PSW</b>
Assist the business in labour hire proposals using wage rate calculators.
Calculate the margin rates and payroll requirements for employees.
Maintain client and job details including deductions, wage and client rates in CHIP (check calculator against CSA)
Maintain user accounts on CHIP and assist with the training of new staff in relation to payroll functions.
Resolve issues with IT and Codehouse in respect to the CHIP payroll program.
<b>Payroll –PSW</b>
Print out the Visa Applications to check for correct spelling and check against the passport
Organise cash advances for new arrivals and deposit State Managers bank accounts who make it available to the workers

Check if Bank/Super accounts are active for returning workers, or supply copies of PSW passports to open new Bank/Super accounts. Include bank account paperwork for signature in arrival packs
Organise for keycard/pin numbers to be posted to PSW accommodation address
Apply for TFN upon arrival to Australia - enter into CHIP when received
Check IMAN (Private Health Insurance) invoices for correct arrival / departure dates and charge rates are correct
Advise IMAN of cancellation dates when the PSW is departing
Complete final deductions and reconciliation for accommodation, transport & health insurance and process final pay
Contact state manager regarding bond return, date of final pay.
<b>Audit</b>
Assist with internal audits, including the ongoing review and refinement of accounting and administrative systems.
Assist with the preparation of external audit materials and external financial reporting.
Liaise with the external auditors of MADEC where required.
<b>Reconciliations</b>
Assist finance personnel with monthly and end of the year reconciliation of payroll.
Liaise with accounts/finance staff to ensure that Payroll balances to the General Ledger.
<b>Systems and advisory</b>
Deal with employee payroll queries and requests as and when they arise.
Remain current on new legislation, awards and regulatory rulings impacting payroll. Enforce adherence to requirements and advise management on the required actions.
Assist in the provision of advisory services to managers and staff on payroll matters and conditions of employment.
Provide training and coaching to managers/supervisors on payroll requirements
Evaluate and analyse existing payroll policies, procedures and business processes. Propose, draft and implement changes and/or quality control measures leading to best practice operations.
<b>Statutory Compliance</b>
Assisting with the preparation of balancing and reconciling the following: payroll tax, PAYG tax and FBT, superannuation, annual group certificates.
<b>Corporate responsibilities</b>
Contribute to the achievement of the goals as outlined in the Strategic Plan and the overall objectives of the organisation.
Participate fully in staff appraisal and professional development review processes.
Comply with all Work, Health, Safety and Environmental system requirements which provide a safe and healthy work environment, free from sexual harassment and discrimination.
Adhere to MADEC's policies and procedure and "Code of Conduct" for employees.
Participate in the Continuous Improvement of the Integrated Management System by assisting with identifying, correcting, monitoring and evaluating activities to improve internal and external customer service.
Participate in managing and complying with injury management practices with the aim of early return to work in all cases.

## POSITION OUTCOMES

1. **Provision of financial information** and maintenance of financial records in a manner which is:

- Accurate;
- Timely;
- User friendly; and
- Efficient in its preparation

This would be evidenced by the Chip/MYOB/tech one payroll system being an accurate reflection of the MADEC's payroll activity. Further evidence of this would be MYOB/Chip/Tech one Payroll general ledger records reconciling.

2. Prompt and accurate reporting to ensure compliance with awards/EBA/contracts, principles, and relevant legislative requirements and regulations. This would be evidenced by reports and returns being lodged in accordance with the relevant statutory requirements.
3. **Provision of timely and accurate statistical information.** This would be evidenced by accurate financial information being provided to and of assistance to the users of the financial information.
4. **Operation and monitoring of finance systems** which enables the provision of financial information which is accurate, timely and efficient in its preparation. This would be evidenced by a payroll process and system which produces accurate financial information per number 1) in a manner which utilises the systems and resources in an efficient manner.
5. **Contribution to timely and efficient record keeping** including electronic and physical document retention systems
6. **Prompt, accurate, and professional response to Site Manager,** customer and other MADEC employee queries. This would be evidenced by a strong working relationship with key stakeholders within the MADEC business.
7. Contribution to the **identification of and improvement of controls** to reduce risk of incorrect financial outputs and to increase the effectiveness of financial processes and provide assistance and input when controls are identified within the team.
8. **Contribution to continuous improvement** through identification of operational improvements to increase efficiency and effectiveness and the provision of assistance and input when operational improvements are identified within the team. This would be evidenced by continued improvement to existing controls and procedures,
9. **Development of and contribution to positive and effective working relationships within the Finance Team** and across MADEC. This would be evidenced by a strong working relationship with other members of the MADEC finance team.
10. Contribute to ongoing improvements related to **identification and training of back-ups for the key position responsibilities.** This would be evidenced by a backup plan where another team member can perform the key responsibilities in the event of unplanned leave being required.
11. An awareness and promotion of MADEC values and philosophy.

## Qualifications and Experience:

	Essential	Desirable
<b>Qualifications</b>	Post-Secondary Qualification in Business Administration, Accounting or Management preferably at Certificate Level or above; or minimum equivalent 2 years' experience	
<b>Experience:</b>	Experience in the development and process improvement of processes and procedures  Demonstrated experience in a payroll system.	
<b>Skills:</b>	<p>Well-developed knowledge of payroll principles and their practical application in a business environment.</p> <p>Comprehensive understanding of manual and computerised payroll systems.</p> <p>Exceptional attention to detail.</p> <p>Solid understanding of the operations of awards and payroll specific legislation.</p> <p>Demonstrated computer skill and literacy, with practical understanding and application of spread sheets, databases, and general ledger systems.</p> <p>Well-developed written skills and ability to present information in logical and clear manner without compromising or denigrating its integrity.</p> <p>Solid interpersonal skills.</p> <p>Strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing tasks.</p>	

Competencies	<i>All employees must:</i>
Adaptable	<p>Maintain focus and productivity in changing environments, responsibilities and people.</p> <p>Remain positive in the face of change, take steps to recognise need for change and understand and support changes as we strive for business excellence.</p>
Accountability	Accept responsibility for own actions and decisions and demonstrates commitment to accomplish work in an ethical, efficient and cost-effective manner.
Communication	<p>Communicate effectively and transparently.</p> <p>Engage and inspire other through clear oral and written communication.</p>
Customer focus	<p>Ensure our internal and external customers/clients are at the forefront of our minds in all that we do.</p> <p>Act in the best interest of our customers/clients by working with them to understand their needs and to build mutual respect that leads to mutually beneficial outcomes.</p>
Integrity	<p>Be authentic.</p> <p>Maintain personal credibility and uphold ethical standards.</p> <p>Fosters respect for all individuals and points of view.</p> <p>Interacts appropriately with all members of the workforce, clients and business and community partners without regard to individual characteristics.</p>
Team Work	<p>Work cooperatively and effectively with others to achieve department and organisational goals.</p> <p>Participate in building group identity characterised by trust, pride and commitment.</p> <p>Build strong intra and inter department relationships and partnerships to ensure business success.</p>

### ***Trust, Honesty and Accountability***

The upholding of trust, honesty and individual and organisational accountability in all we do and say.

#### **Competency**

- Accountability
- Communication
- Integrity

#### **The actions:**

- Be authentic, deliver upon our promises and hold self and others accountable.
- Communicate consistently, honestly, constructively and with good intent.
- Recognise, give credit to and respect our people for their contributions.

### ***Dignity and Respect***

The right of each and every person to be treated with respect and dignity.

#### **Competency**

- Integrity
- Communication
- Team Work

#### **The actions:**

- Relate to team members and customers in a fair and equitable manner.
- Build sustainable and productive relationships across the organisation.
- Relates easily and is accepting of people from a diverse backgrounds.

### ***Initiative and Creativity***

The initiative and creative potential of individuals and the contribution they can make to MADEC.

#### **Competency**

- Adaptable
- Customer focus
- Team Work

#### **The actions:**

- Open to new ideas and seeks opportunities for improvement.
- Collaborate on changes and support ideas of others.
- Seek improvement and accept change.

### ***Growth and Development***

The professional growth and development of board members, management and staff that will enhance their skills, knowledge and experience.

#### **Competency**

- Accountability
- Adaptable
- Integrity

#### **The actions:**

- Provide service, knowledge and experience to others.
- Create a picture of success and strive for excellence.
- Provide a culture that supports continual learning.

### ***Quality and Continuous Improvement***

The development and delivery of high quality services to our clients and customers through continuous improvement and organisational development processes.

#### **Competency**

- Adaptable
- Integrity
- Customer focus

#### **The actions:**

- Understand how individual, team and department operates and contributes to business success
- Challenges the status quo.
- Seek opportunities for business benefit by continually reviewing processes to ensure best practice.

### ***Economic, Social and Environmental Sustainability***

The principles and practices of economic, social and environmental sustainability.

#### **Competency**

- Accountability
- Adaptable
- Integrity

#### **The actions:**

- Seek opportunities to improve quality and efficiencies, safety, health and the environment.
- Ensure safe working environment for employees by actively resolving safety issue in a timely manner.
- Being thoughtful about resources.

**Position Description reviewed by:**

Employee Name:		Title:		Date:	/ /
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**Employee acknowledgement of Position Description:**

Employee Name:		Signature:		Date:	/ /
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Please provide copy of Position Description to employee.  
Employee to sign and return to Human Resources.