

Payroll Officer



**LORETO
COLLEGE**

Marryatville, South Australia

www.loreto.sa.edu.au

Role	Payroll Officer
Terms	Permanent full-time – 37.5 hours per week 48 weeks per year
Commencement Date	As soon as possible
Classification	Education Support Officer Administration Stream Grade 4 Year 1
Responsible to	Chief Operating Officer

About Loreto

The Mission Statement for Loreto Schools of Australia states:

A vigorous belief in the capacity and responsibility of women to contribute significantly to society and to the church underlies the emphasis in our tradition on the education of girls.

It builds on Mary Ward's conviction that 'women in time to come will do much' and is inspired by her independence of spirit, her strength of mind, her tenacity and her courage in breaking new ground. Yet, for all her passion to redress an imbalance, her fundamental belief was that men and women alike found their deepest truth and ultimate value in God. There is still an urgent need today to recreate the vision of what it is to be fully human, for men as well as women. It is therefore our task to educate beyond the stereotypes. It is our hope that those involved in our schools will act freely, courageously and in a spirit of collaboration to affirm the dignity of each individual and to further the cause of human rights.

This is our vision: that Loreto schools offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.

All Loreto schools in Australia share the same set of values: freedom, justice, sincerity, verity and felicity. These values are at the heart of our educational philosophy and shape our identity as a school.

Position Overview

The Payroll Officer's responsibility is to deliver high quality payroll services that assists in the overall financial management of the College.

Key Accountabilities	Responsibilities and Expectations
Working Effectively	<p>Payroll</p> <ul style="list-style-type: none"> • maintaining the payroll system including set up of new employees, updating all leave records, FTE status, step/year level and terminating employees; • conducting the fortnightly collation, data entry, processing and reconciliation of the payroll function for all staff using Synergetic; • ensuring all employees are paid accurately and in accordance with contracts, Enterprise Agreement and relevant legislation; • ensuring timesheets received are correctly filled out and approved; • ensuring the end-to-end payroll function is prepared to allow payment to be made to staff within set timelines, allowing appropriate time for payroll to be checked and released by the Chief Operating Officer; • transmitting payroll to bank fortnightly; • reconciling all payroll clearing accounts monthly; • reconciling and processing all superannuation payments monthly; • reconciling and processing all other deductions monthly; • monitoring and processing of step increases; • processing increases and calculation of back pays, as required; • requesting documentation for Temporary Relief Teachers, Catholic Education Office, CCI Workers Compensation and, monitoring of allowances and other additions and deductions; • undertaking reconciliations as part of end of year procedures; • undertaking projects as required, including updating salaries per enterprise agreement and undertake adjustments; • conducting regular checks to ensure information is correct in the College's payroll system; • undertaking improvements to payroll systems and processes; • calculating and processing payroll adjustments as required;

	<ul style="list-style-type: none"> • updating online superannuation information as required; • undertaking Annual Leave and Long Service Leave balance calculations; • calculating leave loading and pay annually; • calculating termination payments; • processing of salary increases and calculation of back pays, as required; • ensuring all changes relating to pays, that are properly authorised, are processed in a timely manner; • managing, investigating and responding to payroll queries in a timely manner; • ongoing maintenance of payroll systems and records and archiving of old records; • under the direction of the Executive Director: HR, Risk and Compliance, providing administrative support with respect to employee correspondence; • updating and maintaining staff details, as required; • engaging in professional development opportunities or associations in relevant Payroll areas which are external to the College; • engaging in reflective reviews with your line manager;
<p>Mission and Ethos</p>	<ul style="list-style-type: none"> • knowing, accept, embody, and develop the Loreto mission and values; • having a commitment to, and a clear understanding of, the ethos of a Catholic School and the Loreto charism of Mary Ward; • fully supporting the Catholic ethos by taking part in staff and student prayer, retreats, social justice activities and voluntary service; • role modelling Christian values in all dealings with students, staff and parents; • maintaining confidentiality at all times and demonstrating high professional standards within the College and community; • providing consistent public support both within and outside the College for school-wide policy initiatives and strategic plans; • supporting and upholding the College's policies and procedures and the Child Safety Code of Conduct; • undertaking tasks including creating, collecting, maintaining, using, disclosing, duplicating and disposing of information including managing and using communication devices (email, internet, telephone, network) in accordance with the College's policies, including Privacy Policy and Responsible Use of Technology Policy;

Person Specification – Essential Criteria

Knowledge and Skills Required

- Demonstrated experience and competency in end-to-end payroll process (preferably in an education industry)
- Demonstrated knowledge of legislative frameworks in relation to payroll, leave, superannuation and taxation
- Excellent attention to accuracy and fine detail

Personal Qualities

- Well-developed interpersonal skills, including the ability to listen and communicate effectively and empathetically to achieve successful outcomes
- Excellent communication skills, both written and verbal, that can be used effectively with staff, students and parents
- Demonstrated ability to prioritise tasks, use knowledge and initiative and to problem solve promptly
- Ability to work independently, be self-motivated and proactive and also be an active and supportive contributor in a team environment
- Demonstrated ability to deal with sensitive information in a professional and confidential manner
- Exceptional organisational and time management skills together with resourcefulness and initiative to manage multiple priorities

Essential Qualifications

- Relevant tertiary qualifications and/or experience in a similar role will be highly regarded
- Advanced computer skills in Microsoft Excel and payroll software

Work Health and Safety

Teachers (including PORs), Non-teaching positions – WORKERS

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must –

- take reasonable care for yourself and others in the workplace
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able, with any reasonable instruction given by the employer to allow the person to comply with the WHS Act
- cooperate with any reasonable policy or procedure of the employer relating to health or safety at the workplace that has been notified to workers
- do not bypass or misuse systems or equipment provided for any purpose
- report unsafe conditions or acts which come to your attention and address where possible. Notify your supervisor/manager of actual or potential WHS risks in your work area
- notify your supervisor/manager of incidents, injury and pain or discomfort following a work related injury/activity as soon as possible, preferably in the shift it occurs, but no later than 24 hours.

All workers are authorised to:

- stop any activity where there is imminent risk of harm to self or others and to the environment
- instruct others to stop a task considered to present a risk to health, safety and the environment
- raise and/or discuss health, safety, environment and quality matters with supervisors/managers or safety representatives where relevant
- notify a direct report and follow up on any health safety, environment and quality matters outside of one's ability or capacity to control
- escalate health, safety, environment and quality matters to an appropriate level

Accountability

Catholic Church Endowment Society Inc (CCES) utilises a number of accountability processes to assess performance relating to the implementation of management system responsibilities. These processes apply to all personnel and are performance based.

The key process may include:

- supervisory arrangements (in accordance with organisational and site management structures)
- system review and verification activities; and
- performance appraisals

Reference: Catholic Safety, Health Welfare South Australian, (12) v1

Annual Review

An Annual Review is undertaken with your line manager to provide feedback and discussion for professional growth.

APPROVAL

Job Description Approved

.....
Print Name

.....
Signature Principal or Delegate

.....
Date

.....
Print Name

.....
Signature Staff Member

.....
Date

April 2024

Applications

Applications for the position of permanent Payroll Officer should be addressed to:

Ms Kylie McCullah
PRINCIPAL
Loreto College
316 Portrush Road
MARRYATVILLE SA 5068

Terms and Conditions

- Relevant tertiary qualifications and/or experience in a similar role will be highly regarded
- Approved first aid, emergency asthma and anaphylaxis management training
- Responding to Risk of Harm, Abuse and Neglect – Education and Care certificate
- All applicants will be required to undergo a Working with Children Check and Catholic police clearance. Please attach any relevant certificates to your application.

Included with your application

Please provide copies of the following documents:

- Address each of the Selection Criteria outlined in the position description.
- Your Curriculum Vitae
- The names, addresses and full contact details of three referees who may be approached.
- All applicants will be required to complete an Applicant Declaration Form for School Employees which is available on our website. This Form must be submitted with your application.

Closing Date:

Applications close at 9.00 am on Friday, 10 May 2024