



Job Description

Title:	Payroll Officer
Reports to:	HR Manager, through the Payroll Manager
EBA/Award:	South Coast Baptist College Operational Staff Agreement 2024
FTE:	FTE 0.8
Employment Type:	Permanent Part-time
Position Summary	
The Payroll Officer supports the accurate, timely and compliant processing of the College's payroll services. The role maintains employee records, supports the management of the payroll systems, and prepares workforce reports for the HR Department. The role supports the Payroll Manager in delivering payroll services to College and Childcare employees, while maintaining confidentiality and compliance with regulatory requirements such as ATO rules, Fair Work obligations, superannuation laws, relevant awards and enterprise agreements.	
Job Description	
• Process fortnightly payroll for College and Childcare employees accurately and within required timeframes. • Set up new employees in the payroll system. • Collect and verify timesheets, resolve discrepancies. • Manage and process leave applications, while ensuring proper records and submission process. • Maintain organised, accurate and confidential payroll records, including records relating to employment contracts, annual leave, personal leave, long service leave, salary sacrifice, PAYG withholding and superannuation, in accordance with the College's recordkeeping requirements. • Monitor and manage the Payroll inbox, prioritise incoming requests and ensure inquiries are acknowledged and actioned within required timeframes. • Respond to payroll queries from staff queries and escalate matters to Line Manager accordingly. • Prepare accurate and timely payroll reports, including month-end processes, reporting and audits as required by the Finance department and other stakeholders. • Prepare workforce reports for the HR Department. • Assist the Payroll Manager in preparing payroll-related documents, claims or investigations, including Centrelink Employment Separation Certificates, Worker's Compensation. • Assist staff with salary sacrifice arrangement. • Other duties in relation to Payroll and HR as assigned by the HR Manager.	
Selection Criteria	
• Vocational or tertiary qualifications in payroll, accounting or related fields. • Experience in a similar payroll role. • Proficiency in payroll software. • High level of confidentiality and understanding of privacy requirements. • High attention to detail. • Ability to work under pressure and within strict deadlines. • Strong communication and interpersonal skills.	



- Knowledge of payroll processes, employment laws and regulations as well as modern awards.

General Requirements

- To have a personal faith and commitment to the Lord Jesus Christ.
- To actively be a part of a Church or Christian community and exemplify Christian beliefs, behaviour, and practices.
- To accept the College's Statement of Faith.
- Build co-operative and supportive relationships with the board, principal, staff, students and parents.
- Work to ensure personal best practice.
- Ensure that decision making is based on fact and is impartial and fair.
- Model the use of appropriate and proper channels of communication.
- Always act in the best interest of the College and its ethos.
- Commitment to maintaining a child-safe environment in line with the College's values and policies.
- Working With Children Card.
- National Police Clearance.
- Contribute to a safe and healthy workplace by:
 - Following WH&S instructions and policies
 - Reporting accidents and hazards
 - Generally caring for own safety and that of others, including volunteers, students, and parents.
 - First Aid certificate.

Other Matters

Note: This job description is comprehensive but not exhaustive, and duties may be varied at the discretion of the college in consultation with this role.

Position Held By:	
Signed:	
Date:	