



Position Description

Non-supervisory Employees

Position Title	Payroll Support Officer
Section	Financial Services
Division	Corporate Performance
Reports to	Payroll Co-ordinator
Grade	6
Employment Status (FT/PT/Casual/Temp)	Part time temporary

Position purpose

The Payroll Support Officer provides support to the payroll team in particular with the processing of employee timesheets, expenses and other entitlements, plant data entry, administration and general enquiries.

Position specific responsibilities

The key duties you are expected to perform in your role.

- Accurate data entry and processing of employee timesheets within given timeframes, including 7 day rotating rosters, weekend rosters and shift rosters, leave costing, overtime, higher duties, allowances and deductions
- Accurate processing of adjustments for employee tool of trade and accrued hours
- Accurate preparation of employee expense claims ensuring compliance with council policy
- Preparation and remittance of reporting as and when directed, for internal and external customers (including deduction reports)
- Ongoing communication with internal customer services to employees and external agencies as and when required
- Responsible to ensure all files are accurate and within given timeframes filed to TRIM
- Responsible for the preparation and recording of payroll records for the archiving for both onsite and offsite locations, ensuring compliance with council policy and legislative archiving requirements
- Accurate checking of weekly maintenance audit report to source documentation
- Provision of ad hoc reporting (including changes hours report, annual leave, overtime)
- Provision of monthly KPI reporting as required
- Ongoing review of current practices from an audit review/risk perspective
- Actively assist in the roll out, continual development of and promotion of the Financial Services Business Plan ensuring all Business Plan items are achieved by their due date
- A working understanding of internal controls
- Maintain confidentiality at all times
- Any other related duties as directed



Expected behaviours

Port Macquarie-Hastings Council values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Port Macquarie-Hastings Council. The values based behaviours will form the basis for individual employee performance assessments.

Values-based behaviours for Non-Supervisory Employees

Values

Expected Behaviour

Communication

- I communicate with respect
- I constructively contribute to team meetings, toolbox talks and conversations
- I share information and ideas with colleagues
- I ask questions if I don't understand

Accountability

- I always work in a safe manner, looking after my own safety and the safety of those around me
- I am responsible for my own actions
- I take initiative to progress my own work
- I follow through on my work commitments

Professionalism

- I treat others with respect
- I complete my work to the best of my ability
- I take pride in my work
- I am flexible and responsive to changing work priorities and issues

Integrity

- I act honestly
- I understand and follow the law, rules, policies, guidelines and the Code of Conduct
- I treat others the way I wish to be treated
- I contribute positively to our work

Teamwork

- I look for, and am open to, new and better ways of doing things, together
- I am an engaged and enthusiastic team player
- I step in to help others when workloads are high
- I cooperate with my team members and supervisors

