

Position Description

Payroll Supervisor

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: November 2018

Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 3 Level 1
Position limit within salary system: (20 Grade structure)	Grade 10 – Entry to Step 4
Status of position:	2 year fixed term appointment
Hours of work per fortnight:	70

Organisational relationships

Directorate:	Corporate and Governance
Section:	Finance and Supply
Team:	Financial Accounting
Work base:	Grafton
Position responsible to:	Assistant Financial Accountant (Compliance/Processing)
Level of support and supervision:	Moderate
Level of personal management	High
Level of teamwork required:	High
Supervision of staff:	3 staff
Internal contacts:	All Council Sections and employees Minimal contact with Councillors
External contacts:	Contact with public and organisations No contact with ratepayers

Vision, mission and values

Our vision: To make the Clarence Valley a community full of opportunity

Our mission: To plan and deliver services valued by the community

Our values: the acronym '**STRIVE**' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



Our Values

Safe	We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.
Teamwork	We will work together as one council towards shared goals and for the greater good of the community.
Respect	We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.
Integrity	We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.
Value	We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.
Engagement	We will engage with our staff and community to inform our decision making, and create awareness of our activities.

Physical requirements of the position

Frequent use of computer keyboard

Frequent sitting for long periods

Purpose of the position

To ensure all payments to Council employees are made in a timely manner and in accordance with the Local Government Award and the Care and Support Services Staff Enterprise Agreement and entitlements, legislative requirements and Council's agreed employment policies.

Major duties and responsibilities

Supervise, mentor and support the staff reporting to the position.

Ensure Council's Payroll control accounts are reconciled to Council's general ledger on a fortnightly basis.

Maintain the integrity of Council's Payroll masterfiles by ensuring that all amendments to employee records are appropriately updated and authorised, and a full audit trail of amendments and payments is kept.

In consultation with Council's Coordinator Business Solutions test all system upgrades that impact on the Finance One Payroll Module and confirm acceptance of these enhancements prior to upgrade being implemented in Finance System Production database.

Oversee the payment of Council employees ensuring that timesheets are submitted, appropriately authorised and costed, and that all payments are made in accordance with Award entitlements, Enterprise Agreement and Council agreed policies and employment contracts.

Ensure plant hire included on timesheets, payroll costs and oncosts are processed accurately and costed to valid ledger accounts on a fortnightly basis.

Liaise with the People Culture and Safety Unit to ensure that all employees receiving workers compensation are appropriately identified, costed and paid in accordance with workers compensation entitlements as advised by the People Culture and Safety Unit. Submit Wages Reimbursement Schedules (WRS) to Insurer and reconcile all Workers Compensation claims.

Prepare Electronic Funds Transfer to pay Council employees using CommBiz on a fortnightly basis ensuring all appropriate authorities are in place prior to releasing payment.

Ensure all employee leave records are updated as leave is granted/taken and report on Employee Leave Entitlements as required.

Calculate variations to allowances, back pays and entitlements of employees in accordance with Awards, contracts and agreements.

Calculate all employee termination payments ensuring all payments are made in accordance with Award entitlements, legislative requirements and employment contracts.

Prepare, reconcile and remit monthly superannuation transfer of funds to the appropriate employee super funds.

Issue/submit appropriate superannuation documents for superannuation funds on employee termination and submit to Superannuation funds by required deadlines.

Maintain employee superannuation records in HR/Payroll System and reconcile all employee superannuation records on a monthly and annual basis.

Calculate Executive and Manager Remuneration Contracts and annual reconciliations.

Ensure all necessary employment forms are completed by employees and submitted to appropriate authorities, including but not limited to Employment Separation Certificate and ETP Payment Summary.

Review, develop, maintain and update Council's internal accounting procedures and systems as they relate to Payroll.

Prepare and submit monthly Payroll Tax Return and annual reconciliation

Major duties and responsibilities

Complete all end of financial year accruals for payroll.

Essential selection criteria

The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.

Education and knowledge

Advanced Diploma in Accounting/Finance; **or** equivalent relevant industry experience

Licences/tickets, clearances, membership

Current Drivers Licence

Experience

A sound knowledge of and demonstrated experience in the implementation and interpretation of Award based payroll/Enterprise Agreements, PAYG and Superannuation legislation

Demonstrated experience in management and supervision of staff

Position related skills

Demonstrated data analysis skills

Sound computer literacy in email and internet programs and Intermediate proficiency in Microsoft Excel and Basic proficiency in Word

Demonstrated well developed written and verbal communication skills

Demonstrated ability to meet deadlines and to coordinate resources

Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

Desirable selection criteria

The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.

Education and knowledge

Tertiary qualifications in Finance/Accounting

Experience

Demonstrated experience in the operation of Technology One HR/Payroll System

Ability to interpret and implement legislative requirements of the position

Other features of this position may include

Not applicable

Generic performance requirements

Ethics/probity – act in accordance with the Code of Conduct.

Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.

Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.

Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

Declaration

In signing this declaration I acknowledge that I,
have been advised of the requirements, terms and conditions of appointment to this position based on this Position Description.

Signed: Date

Employee