
POSITION DESCRIPTION



Catholic Education Office, Diocese of Ballarat

POSITION TITLE:	Payroll Officer
REMUNERATION SCALE:	As per the Victorian Catholic Education Multi-Enterprise Agreement 2018, commensurate with relevant experience and qualifications. Access to salary packaging.
REPORTS TO:	Manager, Finance and Accountability
FULL TIME EQUIVALENT:	1.0
CLASSIFICATION:	Ongoing
LOCATION:	Ballarat
AUTHORISED BY:	Director of Catholic Education
DATE:	Jan 2020

Primary Objective

The Payroll Officer will be responsible for recording and processing payroll for schools supported by the Catholic Education Office Ballarat (CEOB) and to provide operational and technical support to school employees in the use of the payroll software.

Accountability

The Payroll Officer is accountable to the Manager: Finance and Accountability.

Delegations

The Director of Catholic Education (who is also the Chief Executive Officer of DOBCEL) acts:

- with a delegation from the Bishop in the organisational, administrative, support and service matters related to all 64 Catholic schools within the Diocese.
- with a delegation from the Diocese of Ballarat Catholic Education Limited (DOBCEL) in the leadership, oversight and management of DOBCEL Schools and CEOB, the appointment, supervision and performance management of Principals of DOBCEL schools and CEOB staff.

Delegations to other staff within the Catholic Education Office are defined in the relevant DOBCEL or CEOB policy, procedure or role specification and should be observed at all times.

Role requirements

Advice and Support

- Deliver a high-quality payroll processing service to all employees
- Respond to payroll queries in a timely manner and to a high standard
- Resolve payroll queries received via phone, email and in person

Payroll Processing

- With a strong attention to detail, interpret and apply the requirements of relevant payroll legislation, CEOB policies, and Enterprise Agreements to ensure correct payments are made to employees
- Ensure that all payroll processing compliance and auditing requirements are met
- Process payments of salaries/wages and all distributions of payroll deductions
- Perform all necessary finance/payroll reconciliations as required
- Process payroll with a high level of understanding of payroll software
- Maintain accurate payroll employee records
- Understand and apply all payroll processes and practices including but not limited to;
 - Payroll taxation tables
 - Salary packaging
 - Superannuation
 - Processing of termination/redundancy payments
 - All leave types and accruals
- Calculate and perform any payroll related adjustments, including backpays, terminations, and salary adjustments.

Maintain confidentiality and demonstrate compliance with Privacy legislation

Payroll Systems & Reporting

- Be actively involved in further development of payroll systems including input into CEOB payroll/finance policy
- Assist with producing management reports as required

Team Work & Communication

- Participate as a valued team member promoting and contributing to team meetings and a positive work environment
- Maintain a professional relationship with all internal and external partners
- Communicate effectively with all partners using appropriate channels, utilising appropriate formal and informal channels of communication.
- Receive direction from Managers and follow through on instructions.

Training & Development

- Be actively involved in further development of payroll systems including input into CEOB policy
- Develop and maintain excellent knowledge of payroll systems
- Attend all mandatory and recommended training.

Quality & Risk

- Contribute and participate in any quality improvements and risk mitigation strategies as required.

All other reasonable duties as directed by the Manager

Key Responsibilities on commencement

1. Support the ethos, values and mission of Catholic education
2. Undertake fortnightly payroll processing for schools
3. Assist with the implementation of processes and procedures for provision of central payroll processing
4. Provide service to schools with regards to payroll related matters
5. Assist with and/or facilitate professional learning to school staff in payroll and related matters
6. Advise/liaise with and provide timely information to principals and school administrative staff on payroll and related matters
7. Contribute as a member of the Business Services Team

Key Relationships

- Manager, Finance and Accountability
- Assistant Director, Business Services
- Manager, Human Resources
- Members of the Business Services Team
- Employee Relations Unit - CECV
- Principals' Networks
- Diocese of Ballarat Catholic Education Limited schools