

# Role Description



POSITION TITLE: Payroll Officer

TEAM LEADER: Payroll Team Leader

TEAM: Business Services

CLASSIFICATION: CEO Administration Level 4

DATE: February 2024

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## Organisational Tradition and Context

Diocese of Ballarat Catholic Education Limited (DOBCEL) is the governing authority for 58 DOBCEL Primary and Secondary schools and provides support to a further 6 Diocesan Secondary Colleges across Western Victoria from the Murray to the sea.

At the heart of Catholic Education in the Diocese of Ballarat our focus is on educating the whole person and the fullness of life for all. All positions at DOBCEL have the opportunity for a meaningful career, contributing positively to school communities and the lives of our future generations.

Catholic Education Ballarat is committed to the safety, wellbeing and protection of all children and young people in its care. DOBCEL is an equal opportunity employer. We value a diverse and inclusive workplace representative of the wider communities in which we operate.

## Our Vision

As partners in Catholic education and open to God's presence, we pursue fullness of life for all.

## Our Mission

We journey towards this vision through:

- proclaiming and witnessing the Good News of Jesus Christ;
- ensuring quality learning that promotes excellence and fosters the authentic human development of all;
- living justly in the world, in relationship with each other and in harmony with God's creation;
- exploring, deepening and expressing our Catholic identity in diverse ways;
- enabling each one of us to reflect more fully in the image of God.

## Role Purpose

The Payroll Officer will be responsible for recording and processing pays for schools that wish to transfer their payroll processes to the Catholic Education Office Ballarat (CEB) and to provide support to schools in the use of the Human Resources software. This position is to fill a combination of new/adapted responsibilities within the Business Services Team.

This position will be part of the Finance Team within Business Services.

## Key Responsibilities

It is not the intention of this role description to limit the scope or accountabilities of the position but to highlight the most important aspects. The accountabilities described may be periodically altered in accordance with changing organisational needs.

This role will:

### 1. Advice and Support:

- Assist with the delivery of high-quality payroll processing service to all employees
- Undertake fortnightly payroll processing for schools
- Assist with the implementation of processes and procedures for central payroll processing
- Respond to and resolve payroll queries in a timely manner and to a high standard for both CEB and schools
- With a strong attention to detail, interpret and apply the requirements of relevant payroll legislation, CEB policies, and Enterprise Agreements to ensure correct payments are made to employees
- Ensure 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
- Assist with and/or facilitate professional learning to school staff in payroll and related matters
- Maintain confidentiality and demonstrate compliance with Privacy legislation

### 2. Payroll Systems and Reporting

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

### 3. Team Work and 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
- Attend all mandatory and recommended training
- Contribute and participate in any quality improvements and risk mitigation strategies
- All other reasonable duties as directed by the Manager

## **Skills, and Capabilities**

To be successful in this role the employee needs to have the following skills and capabilities:

- Attention to detail
- Strong customer service experience
- Payroll experience
- Data entry and preferably strong Excel skills
- Administration experience
- Highly organised with the ability to handle competing priorities

## **Essential Requirements**

The following are requirements for this position:

- A commitment to work within and align to the DOBCEL Vision and Mission
- Must hold, or be prepared to undergo an employee Working with Children Check (if not VIT registered)
- Must hold, or be prepared to undergo Victorian or National Police Check
- Current Victorian Driver's Licence

## Responsibilities of all Catholic Education Ballarat Employees

### ***Safeguarding of Children and Young People***

*All DOBCEL employees must:*

- conduct themselves in accordance with the DOBCEL Safeguarding Children and Young People Code of Conduct and the CECV Commitment to Child Safety;
- take all appropriate action to reasonably protect children and young people, including being aware of all mandatory reporting obligations.

### ***Health and Safety***

*DOBCEL is committed to providing a work environment that is safe and free of risks to health.*

To achieve this all employees must:

- take reasonable care for their own health and safety and the safety of others;
- provide all relevant information regarding any medical condition that may require Emergency Services to be called; or that could impact on their ability to perform their duties;
- not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace;
- report all hazards and incidents as required.

### ***Partnering and Communication***

*All employees have a responsibility to demonstrate positive and effective communication.*

To achieve this all employees must:

- promote a culture of partnering and collaboration;
- ensure appropriate and professional language is demonstrated in every interaction;
- provide timely support to maintain teamwork;
- maintain effective and professional relationships with all internal and external stakeholders.

### ***Performance and Professional Development***

*All employees have a responsibility to undertake continuous professional development.*

To achieve this all employees must:

- participate in regular team meetings as required;
- develop individual action and development plans, aligned to organisational and role priorities;
- participate in performance review processes as required;
- complete all mandatory training required as an employee of DOBCEL;
- comply with all expected professional expectations and codes of conduct as outlined by DOBCEL or the relevant regulatory and professional body;
- continuously update knowledge appropriate to the role.

### ***Policy***

- All employees are expected to comply with and demonstrate a positive commitment toward upholding all DOBCEL policies, procedures, and work instructions.