



POSITION TITLE	Payroll Officer
CLASSIFICATION:	CEO Employee Level 4
TEAM LEADER:	Manager: Finance and Accountability
DATE:	January 2021

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## Organisational Tradition and Context

DOBCEL schools operate in a diverse and geographically extensive diocese which covers the west of Victoria, extending from the Murray River in the North to the Southern Ocean in the South. The Diocese of Ballarat is a place of natural, communal and economic diversity and education occurs in interwoven communities of learners gathered in Jesus' name. It has its foundation in communities of believers who have made their education system a place of welcome to reach out to nurture all God's people. Generations of diocesan clergy, religious congregations and lay people have endeavored to establish the flourishing educational communities that exist today, with each school an expression of our foundational belief that we are all created in the image of a loving God.

### 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.

### All DOBCEL employees

Will make a meaningful contribution to Catholic Education through their work and help DOBCEL achieve:

- safe and respectful workplace and learning cultures where all are empowered to flourish;
- inclusive communities of employees that are responsive to the needs of our time and context;
- an inspired approach to leading and serving Catholic Education communities;
- best practice in Catholic Education which promotes authentic human development;
- cooperative and collaborative engagement between our parish, parent, student, and leadership communities;
- excellence in the governance and stewardship of DOBCEL resources.

## Diocese of Ballarat Catholic Education Limited (DOBCEL)

DOBCEL is a company limited by guarantee created to govern nominated Catholic schools in the Diocese of Ballarat.

The Executive Director of Catholic Education acts:

- with a delegation from the Bishop in the organisational, administrative, support and service matters related to DOBCEL Schools and DOBCEL Management;
- with a delegation from the Diocese of Ballarat Catholic Education Limited (DOBCEL) in the leadership, oversight and management of DOBCEL Schools and employees, including the appointment, supervision and performance management of all School Principal and DOBCEL Management employees;

## Safeguarding of Children and Young People

*DOBCEL is committed to providing a safe environment for people of all ages, with special concern for children and young people.*

All DOBCEL employees must:

- conduct themselves in accordance with the DOBCEL Safeguarding Children and Young People Code of Conduct;
- read, and conduct themselves in accordance with, the CECV Commitment to Child Safety;
- read and maintain their knowledge of DOBCEL Child Safeguarding policies, procedures and reporting obligations;
- understand individual professional and behavioural expectations associated with the safeguarding of children and young people;
- take all appropriate action to reasonably protect children and young people;
- complete as a minimum, all mandatory competencies/training in understanding professional obligations in relation to the safeguarding of children and young people.

## Purpose

The Payroll Officer role will be part of the Payroll and Finance Team with the following major responsibilities:

- undertake fortnightly payroll processing for schools;
- assist with the implementation of processes and procedures for provision of central payroll processing;
- provide service to schools with regards to payroll related matters;
- assist with and/or facilitate professional learning to school staff in payroll and related matters;
- advise/liase with and provide timely information to principals and school administrative staff on payroll and related matters;
- contribute as a member of the Finance team as part of the Business Services Team.

## Key Responsibilities

Under the direction of the Team Leader, this role will:

### Advice and Support

- Assist with the delivery of 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;
- 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.

### **Other**

- carry out all other duties within the limits of the employee's skill, ability and competence, as may be directed from time to time;
- it is not the intention of this position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position;
- the accountabilities described within may be altered in accordance with the changing requirements of the role;
- the employee is expected to comply with and demonstrate a positive commitment to upholding all DOBCEL policies, procedures, and work instructions.

## **Partnering and Communication**

All employees have a responsibility to ensure effective communication is maintained to:

- promote a culture of partnering and collaboration;
- ensure appropriate language and behaviour is demonstrated in every interaction;
- ensure timely support is offered and provided to identified needs;
- develop and maintain effective relationships with relevant internal and external stakeholders to build and enhance DOBCEL services;
- facilitate effective working relationships between DOBCEL schools and office employees;
- contribute towards creating a harmonious working environment and maintain effective team work and professional working relationships.

## **Performance and Professional Development**

All employees have a responsibility to undertake continuous professional development including to:

- participate in regular team meetings and committees as required;
- develop an individual development plan aligned to organisational and role priorities;
- participate in performance development and alignment conversations 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 professional body;
- demonstrate the need to continually develop new skills and update knowledge appropriate to the role.

## Health and Safety

*DOBCEL is committed to providing a work environment that is safe and free of risks to health, so far as is reasonably practicable. To achieve this all employees must:*

- take reasonable care for their own health and safety;
- take reasonable care for the health and safety of others who may be affected by their acts or omissions;
- cooperate with anything DOBCEL does to comply with OHS requirements;
- comply with all DOBCEL *Safe Working Procedures* at all times;
- use appropriate *Personal Protective Equipment (PPE)* as required;
- periodically update their employer about any medical condition they have that:
  - is life threatening or may require Emergency Services to be called;
  - could impact on their ability to perform their duties;
- complete occupational health and safety training courses as required and participate in compliance briefings or inductions as directed;
- not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace to support health, safety and welfare;
- report all hazards (e.g. unsafe working conditions) and incidents (e.g. injuries, illnesses etc.) to their employer;
- work co-operatively and consult with Health and Safety Representatives to resolve workplace safety changes and issues;
- undertake all work activities in a manner that ensures the workplace is free from harassment, bullying and discrimination and supports workplace diversity.

## 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 preferable to have excel
- administration experience
- highly organised with the ability to handle competing priorities

## Mandatory Requirements

The following are requirements for this position:

- a commitment to work within and align to the DOBCEL Vision and Mission;
- hold a current Victorian or National Police Check
- hold a current Working with Children Check
- hold a current Victorian Driver's License
- have current knowledge and experience of systems-based payroll processes
- awareness of contemporary payroll legislation