



Role Description

POSITION TITLE:	Payroll Administration Officer
TEAM LEADER:	Manager: Finance and Accountability
TEAM:	Business Services
DATE:	September 2023

Organisational Tradition and Context

Diocese of Ballarat Catholic Education Limited (DOBCEL) is a company limited by guarantee, created to govern 58 schools located across Western Victoria. DOBCEL and its administrative arm, Catholic Education Ballarat (CEB) work together to support the leadership of Catholic Primary and Secondary schools, to promote Catholic identity, to deliver quality learning, provide effective stewardship and nurture respectful and trusting relationships with the community.

The Executive Director of Catholic Education Ballarat acts with a delegation from the Bishop of Ballarat to organise, administer, support and service all matters related to DOBCEL Schools and Catholic Education Ballarat.

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 Administration Officer will assist and back up the operations of the central services payroll within the Finance Team at CEB.

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.

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

- monitor emails, phones and answer all general enquiries;
- support fortnightly payroll processing for schools;
- coordinate the salary packaging process
- audit for Central Payroll Services (CPS) pay-runs;
- assist with OSR and PRS maintenance;
- provide general payroll administration support;
- assist with all other Payroll functions;
- prepare agendas and minutes for regular payroll meetings;
- other duties, as required.

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.

Payroll Processing:

- 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 that all payroll processing compliance and auditing requirements are met;
- assist with processing payments of salaries and wages as required;
- assist with performing all necessary finance/payroll reconciliations as required;
- assist with the maintenance of accurate payroll employee records;
- assist with applying all payroll processes as required;
- assist with calculating and performing any payroll related adjustments, including backpays, terminations and salary adjustments;
- maintain confidentiality and demonstrate compliance with privacy legislation;
- assist with preparing payroll procedural documentation.

Team Work and Communication:

- participate as a valued team member promoting and contributing to team meetings (including minute taking) 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.

Skills, Capabilities & Key Selection Criteria

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

- strong administration and customer service skills;
- understanding of confidentiality and privacy obligations;
- highly developed attention to detail;
- payroll experience;
- data entry and strong Excel skills;
- highly organised with 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;
- current Victorian or National Police Check;
- current Working with Children 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.