



Position Description and Person Specification

UNIT OF SYNOD:	Financial Services Team
TITLE OF POSITION:	Payroll Officer
LOCATION:	Pirie Street, Synod Office
APPOINTED BY:	Synod of South Australia
RESPONSIBLE TO:	Manager Financial Services
TYPE OF APPOINTMENT:	Permanent Part-Time (0.6FTE)
INDUSTRIAL INSTRUMENT:	Clerks Award Private Sector (2020) ("Award")
CLASSIFICATION:	Level 4

POSITION DESCRIPTION:

Summary of the broad purpose of the position in relation to the church's goals

The *Payroll Officer* is a member of the *Financial Services Team* of the *Synod of South Australia*. In conjunction with other team members this position will broadly support the day-to-day functions of the finance team including payroll administration (*for both internal staff and external bureau clients*), payroll analysis and operational support including payroll reconciliations.

There will be an opportunity for creativity through project work aimed at improving the quality and efficiency of services provided by the payroll team.

The Financial Services Team, which sits within the Resources Department, operates under the following mandate:

'To serve the Church by maximising financial and property resources available to the Synod for mission, and to assist the Synod in allocating such resources efficiently in accordance with the mission priorities of the Church whilst managing the risk associated with these decisions'.

Reporting and working relationships

- Responsible to the Manager, Financial Services
- The Payroll Officer will work collaboratively and effectively with the Payroll Administrator and other members of the Financial Services team.

Statement of key outcomes and associated activities

Payroll administration:

- Preparation and processing of payroll for each pay period to ensure accurate and on-time payment to all employees.
- Working as part of the payroll team to provide end-to-end payroll processing support for more than 350 employees (internal and payroll bureau clients), including new employees, terminations, payments and deductions and post payroll activities (including General Ledger posts).
- Contribute to ensuring compliance with relevant awards and agreements.
- In collaboration with the Payroll and Human Resources (HR) teams, ensure that employee records are maintained within the payroll software and associated systems.
- Reconciliation of payroll events with general ledger accounts including leave reconciliations.
- Aid in the collection, calculation and processing of timesheets (in accordance with various award conditions and provisions) from both internal employees and external payroll bureau clients.
- Assist in the maintenance and creation of appropriate procedures and documentation.
- Assist with the maintenance and administration of any employee self-service facility linked to the payroll database.
- Respond to phone and email enquiries.
- Ensure that appropriate document management practices are followed in relation to document control and storage of both paper and digital records.
- Provide monthly and ad-hoc reporting for management in other teams and departments including leave taken and liability reporting.
- Provide high level support to business to assist in payroll related decision making and reporting.
- Support the Manager Financial Services and other team members to ensure that payroll services are delivered in a timely and professional manner.
- Liaise with ministry agents regarding Fringe Benefit Accounts and provide support and advice while building positive relationships between the Synod and Church representatives.
- Calculate and process payroll related journals and other supporting processes in the lead up to month-end close.

General duties:

- General administrative support including document management and process documentation.
- Participate in the team building and decision making processes of the Resources Department and the Synod staff team and contribute to building trusting relationships with the Uniting Church SA community.

- Support and assist the Manager, Financial Services with other duties as appropriate and in accordance within the scope and responsibilities of this position.
- Maintain integrity and confidentiality in accordance with the scope of this position.

PERSON SPECIFICATION

Qualifications

Preferred

- Experience and expertise gained in a similar role.

Essential personal abilities, aptitudes, skills

- Excellent interpersonal skills and ability to communicate effectively, verbally and in writing
- Ability to build strong working relationships with both internal and external customers
- Exceptional attention to detail and accuracy
- Practical administration ability
- Demonstrated sound working knowledge and experience in business systems
- Reconciliation skills, with the ability to understand reconciling items and ensure these are resolved accurately and on a timely basis
- Excellent administrative skills
- Willingness to learn and good problem solving ability.
- A commitment to the provision of exceptional service to customers
- Proven ability to prioritise, plan and organise workload to meet deadlines
- Proven ability to work as a supportive member of a team or autonomously
- Ability to identify process improvements and efficiencies
- Excellent understanding of the use of technology in the modern office environment
- High level of computer literacy
- A preparedness to support the Uniting Church ethos.

Essential knowledge

- General payroll processes and procedures
- Strong mathematical and numerical skills
- Working knowledge of Microsoft Office suite of programs.

Desirable knowledge

- Knowledge of Uniting Church structures and decision making processes and procedures
- The general requirements and obligations of charities with the Australian Charities and Not-for-profits Commission (ACNC).
- Knowledge of Access MicrOpay (or similar payroll package)
- Sound knowledge of payroll awards and award interpretation.

Essential Experience

- Previous experience in administration
- Data analysis using spreadsheets
- General word processing.

Desirable Experience

- Previous experience processing a payroll of greater than 50 employees
 - Previous experience with the application and interpretation of the *Clerks Private Sector Award* and the *Miscellaneous Award*
 - Working within a Not-for Profit, Religious or Charitable Institution.
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Other Conditions

- Employment remuneration, terms and conditions as set by the Human Resources and Remuneration Committee (HRRC) for the Uniting Church Synod of South Australia will apply, as outlined in the employment contract
- The successful applicant will be required to undergo a clearance in *DHS General Probity Screening* prior to commencing this role. Current satisfactory clearances are required at all times during employment This screening will be arranged via the *Uniting Church SA Screening Services Unit*.