

Employment

Position Description

Position:	Payroll Specialist
Award:	Lyndoch Living (Health and Allied Services, Managers and Administrative Officers) Enterprise Agreement 2016-2020
Classification:	As per Enterprise Agreement
Status:	As per Contract of Employment
Qualifications:	A strong proficiency in payroll functions gained by several years' relevant industry experience and/or tertiary degree in relevant field including an understanding and basic working experience within a finance or administration role.

Position Objective(s)

The key focus of this position is to perform the day to day activities and tasks for processing and maintaining payroll in a timely and accurate manner promoting efficiency and compliance.

The role will be primarily focused on payroll activities and extend to assistance to other finance related tasks if required. As part of a larger Finance Team from time to time the role will provide opportunity to assist with special projects.

Lyndoch Living Vision

By recognising each person for the individual they are, we will strive to provide them with the specific services, care and support they need to enjoy a lifestyle that is their own – dignified, engaging, fulfilling and rewarding.

The Lyndoch Way

To support a positive work environment and culture that we believe will best fit the future we are strategically planning for, "nine pillars" have been identified.

One Team

We value and recognise individuality as a vital part of developing a unified voice.

Pride

We support pride and passion in our work and in doing so, we attract others who share our values.

Welcoming Workplace

We encourage warm, friendly and respectful interactions across all aspects of our service.

Yes Culture

We always start with 'yes' in every deliberation.

Customer Service

We ensure that customers feel engaged and valued in every interaction.

Innovation

We will enhance our services and exceed customers' expectations, by embracing innovation and fresh ideas.

Fun and Enjoyment

We recognise that fun and enjoyment are critical to success.

Social Purpose

Through the social conscience of the staff and consumers we actively engage with causes that impact the local community.

Safety

We actively promote safety and wellbeing through the provision of innovative and high quality training, monitoring of risk, and compliance, with OHS regulations.

Key Responsibilities and Duties

- Ensure payroll is maintained and processed in a timely and accurate manner, as outlined in the Enterprise Bargaining Agreements and National Employment Standards.
- Adhere to internal policy and procedures relating to payroll and finance matters
- Being a key point of contact for other departments on payroll matters
- Respond to payroll email/queries on regular basis (daily)
- Maintaining the payroll function in its entirety including (but not limited to):
 - Distribute fortnightly timesheets to Departments
 - Process timesheets
 - Process of pays
 - Produce and interpret exemption reporting
 - Calculate and Process adjusting pays including terminations
 - Superannuation reporting and payments
 - Process salary sacrifice payments
 - Mailing of TFN declarations
 - Monthly payroll reconciliations including associated general ledger accounts
 - Prepare and Upload Payment Files
- Liaise and consult with salary packaging provider, payroll software support, superannuation bodies, health insurance funds and staff on any payroll issues
- Prepare and provide payroll data/reports to Management in a timely manner to facilitate month end process
- Update procedure manual if and when required to ensure the manual is relevant to current procedures
- Liaise with immediate supervisor and management to provide any payroll information, specialised payroll advice or reporting as required

- Maintenance and administration of payroll operating system. Liaise with payroll software support as required
- Support the finance leadership team with any payroll projects or other finance tasks if and when required
- Assist the finance team with in any other routine tasks that may be required including but not limited to HCP transactions, filing, mail sorting and ad hoc administrative duties.
- Assist with the external Audit process – relating to payroll

Organisational Relationships

Reports to: Manager Accounting Services

Supervises: Nil

Internal Contacts: All Lyndoch staff, residents, clients, families

External Contacts: Members of the Public, Contractors, Suppliers, Salary Packaging Provider, Payroll software support, Superannuation Bodies, Health Insurance Funds, ATO, External & Internal Auditor

Specialist Knowledge and Skills

The following knowledge and skills are required to be utilised:

- A demonstrated understanding of computer systems and operations plus relevant software, including Payroll Software and Microsoft Office (Word, Outlook, Excel)
- Ability to learn and master new software systems focusing on payroll, finance and financial reporting
- Working experience within a payroll and finance role, including rostering & Time and Attendance knowledge
- Strong attention to detail with a focus on accuracy of work
- Ability to work within tight timeframes and meet deadlines is essential
- Ability to analyse, interpret financial and payroll data and an ability to relay that information to others in an appropriate and professional manner
- Sound knowledge and ability to work within the requirements of the Lyndoch Living Instrument of Delegation,
- Sound knowledge of departments and staff allocations
- Sound knowledge of all the Enterprise Bargaining Agreements and National Employment Standards

Interpersonal Skills

The following interpersonal skills are required to be demonstrated:

- Excellent communication and interpersonal skills including proven ability to deal with a diverse range of people

- Ability to work well in a team environment, and to show initiative as appropriate
- Ability to prioritise work commitments to enable deadlines to be met and managed time effectively
- Ability to use discretion when dealing with sensitive information
- To take responsibility and show initiative as the situation dictates
- To work with colleagues to resolve problems and to offer solutions

General

- Conduct work in line with all relevant OH&S legislation and in accordance with organisational policies and procedures
- Participate in quality activities within the work area to improve the efficiency of the Department
- Participate in relevant training to ensure continued professional development for the betterment of the organisation
- There is an expectation that the role will include direction to perform other duties that must be reasonable in relation to the employee's skills and abilities

Agreement

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms and Conditions of Employment and I agreed to abide by terms and conditions stipulated therein.

Name (Please print)	
Signature	Date

Authorised by: Chief Operating Officer

Date: March 2022