

# Position Description



<b>General Information</b>	
<b>Position title</b>	Payroll Officer
<b>Enterprise Agreement / Modern Award</b>	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025
<b>Classification</b>	As Per Enterprise Agreement
<b>Status</b>	As per Contract of Employment
<b>Qualifications</b>	Tertiary degree in relevant field including an understanding and basic working experience within a finance or administration role.
<b>Primary Location</b>	Warrnambool – This position may be required to work across organisational areas and locations dependent on operational requirements.
<b>Reports to</b>	Payroll Specialist
<b>Direct Reports</b>	Nil
<b>Key Internal Contacts</b>	All Lyndoch staff, residents, clients, families
<b>Key External Contacts</b>	Members of the Public, Contractors, Suppliers, Salary Packaging Provider, Payroll software support, Superannuation Bodies, Health Insurance Funds, ATO, External & Internal Auditor
<b>Infection Control Risk</b>	Category B - Indirect patient contact
<b>Lyndoch Living Vision</b>	
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.	
<b>Our Values</b>	
Our Values represent how we conduct ourselves to support a positive workplace culture and achieve our strategic direction. Our Values are Respect, Care, Trust, Safety and Inclusion.	
<b>Position Overview</b>	
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.	

Key Responsibilities and Key Performance Indicators (KPIs)	
Key Responsibilities	Key Performance Indicators (KPIs)
<p><b>Leadership and Management</b></p> <ul style="list-style-type: none"> <li>• Ensure payroll is maintained and processed in a timely and accurate manner, as outlined in the Enterprise Bargaining Agreements and National Employment Standards.</li> <li>• Being a key point of contact for other departments on payroll matters</li> <li>• Respond to payroll email/queries on regular basis (daily)</li> <li>• Maintaining the payroll function in its entirety including (but not limited to):                             <ul style="list-style-type: none"> <li>– Distribute fortnightly timesheets to Departments</li> <li>– Process timesheets</li> <li>– Process of pays</li> <li>– Produce and interpret exemption reporting</li> <li>– Calculate and Process adjusting pays including terminations</li> <li>– Superannuation reporting and payments</li> <li>– Process salary sacrifice payments</li> <li>– Mailing of TFN declarations</li> <li>– Monthly payroll reconciliations including associated general ledger accounts</li> <li>– Prepare and Upload Payment Files</li> </ul> </li> <li>• Liaise and consult with salary packaging provider, payroll software support, superannuation bodies, health insurance funds and staff on any payroll issues</li> <li>• Prepare and provide payroll data/reports to Management in a timely manner to facilitate month end process</li> <li>• Update procedure manual if and when required to ensure the manual is relevant to current procedures</li> <li>• Liaise with immediate supervisor and management to provide any payroll information, specialised payroll advice or reporting as required</li> <li>• Maintenance and administration of payroll operating system. Liaise with payroll software support as required</li> <li>• Support the Payroll Specialist with any payroll projects if and when required</li> </ul>	<p>Establishment of Support and Growth Plan and to meet objectives and development goals as set on an annual basis by management.</p> <p>Ability to follow and provide leadership in carrying out the organisation’s policies and procedures.</p>
<p><u>Provide excellence in consumer/customer care</u></p> <ul style="list-style-type: none"> <li>• Exhibit and encourage others to demonstrate Lyndoch Living values</li> <li>• Where required, assist in relation to requirements specific to internal and external audit processes.</li> </ul>	<p>100% compliance in the participation of the providing of documentation for auditing purposes.</p> <p>Commitment and ability to carry out Lyndoch Living Values</p>

## Position Description



<p><u>Ensure compliance with all relevant standards and legislation</u></p> <ul style="list-style-type: none"><li>• Adhere to internal policy and procedures relating to payroll matters</li><li>• Assist with the external Audit process – relating to payroll</li><li>• Strong attention to detail with a focus on accuracy of work</li><li>• Sound knowledge of all the Enterprise Bargaining Agreements and National Employment Standards</li><li>• Conduct work in line with all relevant OH&amp;S legislation and in accordance with organisational policies and procedures</li></ul>	<p>100% documentation completed and submitted to relevant body</p>
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Key Responsibilities		Key Performance Indicators (KPIs)
<u>Quality Improvement and Risk Management</u> <ul style="list-style-type: none"> <li>Compliance with infection control processes</li> <li>Compliance with the completion of all relevant incident reports (Riskman) within 48 hours</li> </ul>		100% compliance with Infection Control processes  100% of Incident Reports (Riskman) completed within 48 hours
<u>Actively participate in professional development in order to deliver best practice</u> <ul style="list-style-type: none"> <li>Complete annual education modules allocated by the organisation.</li> <li>Participate, as directed, in the employee Support and Growth Plan.</li> </ul>		100% of education modules completed annually  Support and Growth Plan in place
<u>Occupational Health &amp; Safety</u> <ul style="list-style-type: none"> <li>Follow Lyndoch Living's Health and safety policies, procedure, workplace instructions and conduct of conduct</li> <li>Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions, whilst at work</li> <li>Co-operate with your Manager/Supervisor in respect to actions taken by Lyndoch Living to comply with the requirements to provide a workplace that is safe and without risks to health</li> <li>Correctly wear and maintain items of personal protective clothing and equipment that are provided</li> <li>Immediately report any incidents within the workplace to your Manager/Supervision</li> <li>Be familiar with and follow emergency procedures and directions</li> <li>Participate in health and safety training programs as required</li> </ul>		Zero workplace injuries  100% compliance with PPE requirements
<u>Organisational Values</u> <ul style="list-style-type: none"> <li>All employees are expected to work in accordance with the organisational Values (Respect, Care, Trust, Safety, Inclusion)</li> <li>Contribute to creating a culture that values the contributions of employees, consumers and other stakeholders</li> <li>Role model the organisational Values</li> </ul>		Resident satisfaction survey results  Employee Engagement Survey Results
Key Selection Criteria		
Qualifications	➤ Tertiary degree in relevant field (Accounting, Financial Services, Business Management); or	Essential
Previous experience	An understanding and basic working experience within a finance or administration role.	Essential
	➤ Ability to effectively communicate at all levels of the organisation	Essential

# Position Description



Skills and knowledge	➤ Ability to meet competing demands and priorities	Essential
	➤ Previous experience and familiarity with financial software packages including payroll and other corporate software package programs	Essential
	➤ Ability to interpret and apply Enterprise Bargaining Agreements and National Employment Standards and other relevant industrial and employment related instruments	Essential

## Agreement

This position description is designed to reflect the inherent requirements and expectations of this position. The information and statements in this position description are intended to reflect a general overview of the responsibilities and not to be interpreted as being all-inclusive. Appointment to this position is conditional upon the successful candidate being fully able to perform the inherent requirements of this position.

Section 41 of the *Workplace Injury Rehabilitation and Compensation Act* (as amended), requires disclosure to your employer of any pre-existing injuries or disease that you have suffered, or existing injuries or disease that you continue to suffer of, which you are aware and could reasonably be expected to foresee, and could be affected by the nature of the proposed employment referred to above.

In relation to workers compensation, I understand that I may be ineligible to apply for WorkCover for any, reoccurrence, exacerbation, deterioration or aggravation to a pre-existing injury or disease.

I acknowledge that failure to disclose the information or provide false and misleading information may dis-entitle me to compensation, pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* (WorkCover) should I suffer any reoccurrence, aggravation, exacerbation, deterioration or a pre-existing injury, illness or disease arising from employment with Lyndoch Living.

I have read and understood the requirements and expectations outlined in this Position Description. I agree I have the physical and cognitive ability to fulfil the inherent requirements of the position and accept my role in fulfilling the requirements and expectations of this position.

Name (Please print):

Signature:

Date:

## Authorisation

Authorised by (position title): Chief Financial Officer

Review and authorisation date: September 2023