

POSITION DESCRIPTION

PAYROLL COORDINATOR

Position Details

Department:	Chief Executive
Unit:	People and Culture
Classification:	Band 6
Date Reviewed:	November 2024
Award:	This position is subject to the Glenelg Shire Council's Enterprise Agreement

Values & Behaviours

Glenelg Shire Council is a values-based organisation that aims to attract, develop and retain people with ability, passion and potential within a culture of continuous learning and high performance.

Respect

Innovation

Integrity

Teamwork

Service
Excellence

Equal Employment Opportunity and Human Rights Principles

Glenelg Shire Council is an equal opportunity employer who embraces diversity through our organisation and community. We ensure fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, sex, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other irrelevant factor. Glenelg Shire Council is committed to the Human Rights principles and responsibilities of freedom, respect, equality and dignity.

Child Safe Standards Commitment

Glenelg Shire Council is committed to the safety, participation and empowerment of all children. Reducing and removing the risk of child abuse will be at the centre of our decision-making concerning children in our organisation.

Council has zero tolerance for child abuse and all allegations and safety concerns will be treated seriously and acted upon. Council will actively listen to children, ensuring their voices are heard and considered in decisions that affect their lives. This approach is reflected in Council's Community Engagement Framework and Youth Charter.

Position Objectives

- Provide efficient and effective support as required in the People and Culture Unit, specifically in the payroll function.
- Deliver the best available advice, assistance and service to both external and internal customers which enhances a positive image for the People and Culture Unit and Council.

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Key Responsibilities & Performance Standards

The key responsibilities and performance standards may be modified from time to time to ensure that the desired outcomes are in accordance with the Annual Plans which seek to achieve Council's stated goals as identified in its Council Plan. Without limiting the above, the key responsibilities and the performance standards of the Officer will include:

Payroll

- Undertake maintenance on the employee database regarding details for new and existing employees (e.g. bank account, addresses, pay conditions, deductions, etc.).
- Ensure all payroll transactions are processed efficiently, including:
 - Prepare and process fortnightly end to end payroll transactions
 - Prepare and process PAYG taxation, back payment, termination and redundancy calculations, superannuation payments.
- Responsible for submitting ATO compliance reports on a fortnightly basis to meet Single Touch Payroll requirements.
- Assist in implementation of any new payroll software or other process improvements
- Provide employee details to various organisations as legislated.
- Understanding of payroll requirements relating to WorkCover and associated legislation.
- Provide Award advice to the People and Culture Unit and employees.
- Triage payroll queries and interpret and provide advice on the GSC Enterprise Agreement, Early Education Employment Award and Local Government Award
- Provide Internal/External Reporting as required by Budget Managers or Executive Team
- Update annual salary rates for employees. /Maintain current award and payroll adjustments.
- Seek advice or guidance from Council's employer & industrial relations lawyers.
- Prepare monthly and annual ledger reconciliations related to the Payroll function, including superannuation obligations and preparation of funds transfer.
- Enhanced knowledge of the general ledger finance structure to ensure accurate costing and budgeting.
- Maintain payroll records in Council EDRMS.
- Supervise and train Payroll Officer to ensure the function is performed within timelines.
- Work effectively with limited supervision and manage conflicting priorities.

Other

- Assist in the finance 'end of year' process as directed by the Executive Manager People and Culture, People and Culture team and or the Finance Coordinator.
- Compile, review and improve relevant routine policies, procedures and guidelines for area of responsibility on an on-going basis ensuring that all of these are up-dated annually.
- Work closely with Digital Glenelg to provide new opportunities to improve efficiency of the payroll experience and develop innovative ways to interact with employees.
- Participate in relief and recovery activities as reasonably required within the municipality during and after an emergency event.
- Participate in relief and recovery activities as reasonably required within the municipality during and after an emergency event.

The Manager may direct the Officer to carry out such duties as are within the limits of the employee's skill, competence and training, provided such duties do not promote a narrowing of the employee's skill base.

The position will require the achievement of performance standards and indicators determined on an annual basis and subject to ongoing review.

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Confidentiality

The Officer must not, whether during or after the Officer's employment with Council, make any improper disclosure or use of:

- Any information or trade secrets of the Council;
- The position of the Council or of any Councillor or Council Officer on any confidential matter; or
- Any other information whatsoever, the disclosure of which may be detrimental to the interests of the Council or of any other person who has provided it to the Council on a confidential basis, unless the Officer is required to disclose the information by law. The Officer must use the Officer's best endeavours to prevent the improper publication or disclosure or use of any such information by anyone else.

Organisational Relationships

Reports to: Executive Manager People and Culture

Supervises: Payroll Officer

Accountability & Extent of Authority

- Accountable to the Executive Manager People and Culture for meeting established individual performance objectives.
- Provide input into the development of Payroll and HR procedures and policies.
- Accountable for ensuring that all work is carried out to a high standard and within the required deadlines.
- Required to develop a general knowledge of relevant statutory and Council procedures appropriate to the responsibilities of the position to enable the employee to select the appropriate course of action in any particular case, usually in consultation with the Executive Manager People and Culture and People and Culture Unit.
- Provide specialist advice and technical decisions for the efficient and effective performance of duties in accordance with stated Council policies and guidelines by the Executive Manager People and Culture.
- Freedom to act is subject to regulations and policies and regular supervision.
- Authority for the position is in accordance with the Council guidelines, policies, procedures, and delegations.

Judgement & Decision Making

- Ability to provide technical advice to customers in accordance with set procedures, within specific guidelines & legislation.
- Ability to problem solve to improve and / or develop methods and techniques.
- Ability to judge the relative importance/urgency of requests and tasks to Council.
- Provide written and verbal advice to customers where required, with guidance usually available.

Management Skills

- Ability to plan and manager time, exercise initiatives and set priorities to achieve objectives within the resources available.
- Ability to provide other team members with on-the-job guidance, advice and training on technical, procedural or administrative matters.
- Implement personnel practices including those related to equal employment opportunity and occupational health and safety.

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Skills & Knowledge Required

- Proficient in the understanding of relevant requirements relating to the functions and tasks assigned including regulation, legislation, policies, procedures and precedents.
- Developed numeracy, time management and investigative skills.
- Ability to problem solve payroll issues and provide options and recommended solutions to ensure accurate decisions and judgements.
- Excellent communication and listening skills.
- Ability to work without direct supervision and make decisions, with guidance and advice usually available in time to make a choice.
- Ability to exercise initiative, to be creative and flexible and the willingness to adapt to change.

Interpersonal Skills

- Ability to gain cooperation and assistance from members of the public and employees in the administration of defined activities and in the supervision of employees.
- Ability to discuss specialist, confidential and sensitive matters to resolve organisational problems.
- Ability to work harmoniously within a team environment and promote a team approach.
- Strong written communication skills to effectively prepare external correspondence and draft reports on matters relating to field of expertise.

Qualifications & Experience

- A degree or diploma or substantial experience in a finance or payroll related function is required.
- A current driver's license is preferred.

Employee Risk Management Responsibilities (including OH&S)

The following items are the duties of each employee:

- To take reasonable care for their own safety and the safety of others affected by their acts or omissions;
- To co-operate with their employer in relation to any action taken to comply with the OH&S Act;
- Not wilfully or recklessly interfere with or misuse anything provided in the interest of health and safety;
- Not wilfully place at risk the health and safety of any person at the workplace;
- Report all safety hazards and risk exposures, including losses to their supervisor;
- Maintain physical security of all property, equipment and buildings within your jurisdiction and control;
- All staff are required to actively reduce Council's exposure to losses related to security, public liability and professional indemnity, fraud and corruption and reporting areas of concern.

Key Selection Criteria

- A degree or diploma or substantial experience in a finance or payroll related function is required.
- High attention to detail.
- Well-developed communication and numeracy skills.
- Excellent organisational and time management skills.
- Excellent interpersonal skills with the ability to work well in a team environment.
- Ability to interpret written and numeric information.
- Ongoing satisfactory Police Check.
- Valid Working with Children Check card (Employee).

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Signatures

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Employee's Name

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Employee's Signature

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Date

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Manager's Signature

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Date