

# POSITION DESCRIPTION

## Payroll Coordinator



**This document** is your roadmap to success. It is an important tool that supports your career and development at Cire and beyond. Our aim is to be clear about what you need to do to achieve success personally and professionally. We will describe the types of activities, tasks and responsibilities that shape your role, as well as showing you what it looks like when you have been successful. It is also important to understand that your behaviours, attitude and demonstration of Cire’s Values form part of your success.

### Organisation Profile

Cire Services Inc. is an advanced, community based, not for profit organisation. Cire operates a range of services to meet community needs through education and provision of services.

- We are a **Registered Training Organisation (RTO)** offering accredited, pre-accredited, work skills and leisure courses.
- Our **Community School**, a registered independent school, provides secondary curriculum to students in an alternative school environment.
- **Family and Children’s Services** supports children’s services for long day care, pre-school programs, occasional care, vacation care and before and after school care.
- **Community Hubs**, bringing people together to connect, learn and contribute in their local community through social, education, recreational and support activities.

### Our Values



OVERVIEW	
Title	Payroll Coordinator
Business Unit	Corporate
Department	Finance
Reports To	Senior Manager – Finance
Primary Location	Lilydale
FTE	.55, fixed term Parental Leave Cover
Award and Classification	Non-Award
Date Prepared	August 2020

POSITION PURPOSE	
The Payroll Coordinator provides strong administrative and payroll expertise to the Finance team. Offering the highest level of customer service to the business, the Payroll Coordinator is a valued and respected source of accurate payroll information and known as someone who takes action to support a positive employee experience. The Coordinator will support the design and implementation of Sage Payroll.	

PARAMETERS	
Direct Reports	None
Key Internal Stakeholders	CEO, Executive Leadership Team, Chief Operating Officer, Senior Manager – Finance, Finance team, People and Quality team, employees

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Key External Stakeholders	Payroll system provider, suppliers
Key Challenges	<ol style="list-style-type: none"> <li>1. Balancing the needs of diverse business units</li> <li>2. Improving efficiency and streamlining of processes</li> <li>3. Supporting staff in various locations</li> </ol>

### QUALIFICATIONS AND CERTIFICATIONS

- Qualifications in Human Resources or Business desirable
- Current Working with Children Check
- Clear Police Check
- Clear Australian Right to Work Check
- Full Australian drivers licence

### KNOWLEDGE AND EXPERIENCE

- Extensive payroll experience in a comparable role
- Good understanding of payroll processing requirements
- Experience handling highly confidential and sensitive information
- Knowledge of superannuation legislation
- Previous experience with salary packaging
- Experience with Micropay highly desirable
- ADP experience desirable
- Understanding of the Not For Profit sector desirable

### CAPABILITIES

- Excellent people skills
- Excellent attention to detail
- Accurate data entry skills
- Excellent time management and organisational skills
- Self-motivated
- Ability to work autonomously and as a team player
- Experience in the use of major software packages

YOUR AREAS	WHAT YOU DO	SUCCESS MEASURES
Payroll	<ul style="list-style-type: none"> <li>• Payroll operations maintained in line with legislative obligations</li> <li>• Manages end-to-end fortnightly payroll processing</li> <li>• Processes timekeeping records and evidence requirements, and actions salary variations on a fortnightly basis including all allowances, commencements, terminations, leave and other relevant information</li> <li>• Manages and reconciles Centrelink (e.g. paid parental leave), workers</li> </ul>	<ul style="list-style-type: none"> <li>• Policies and procedures, and legislative obligations adhered to at all times</li> <li>• 100% accuracy on data entry</li> <li>• Reporting errors identified and corrected in a timely manner</li> <li>• Payroll discrepancies identified and corrected in a timely manner</li> <li>• Starters and leavers processed accurately and within 2 business days of confirmation receipt</li> </ul>

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YOUR AREAS	WHAT YOU DO	SUCCESS MEASURES
	<ul style="list-style-type: none"> <li>compensation and other ad hoc payments</li> <li>• Actions changes to payroll records as requested including banking details, deductions etc.</li> <li>• Balances and reconciles fortnightly payroll output, including generation of reports</li> <li>• Interprets and advises on payroll related systems, policies and procedures</li> <li>• Attends to payroll enquires as required</li> <li>• Prepares reports and correspondence and undertakes other administrative tasks, related to the full range of day-to-day and cyclical payroll functions</li> <li>• Records employee complaints, questions and concerns about payroll systems and services and communicates those issues to Senior Manager - Finance for trend analysis</li> <li>• Maintains efficient and effective payroll operations by following policies and procedures</li> <li>• Maintains accurate, comprehensive and confidential payroll records</li> <li>• Runs the end of FBT and end of financial year payroll processes</li> <li>• Collaborates with People and Quality to review employee entitlements (e.g. leave credits and accruals) ensuring that the information is correct on the system through a systematic audit process</li> <li>• Maintains a good working relationship with external payroll provider/s</li> </ul>	<ul style="list-style-type: none"> <li>• Payroll enquiries actioned within 2 business days</li> <li>• Payroll records complete and up to date at all times</li> </ul>
<p>Superannuation, Salary Packaging &amp; Portable Long Service Leave</p>	<ul style="list-style-type: none"> <li>• Payroll operations maintained in line with legislative obligations</li> <li>• Attends to superannuation, salary packaging and portable long service leave enquires as required</li> <li>• Processes variations on request</li> <li>• Manages Portable Long Service Leave Scheme reporting</li> <li>• Reconciles salary packaging entitlements at end of FBT year</li> <li>• Maintains efficient and effective operations by following policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Policies and procedures, and legislative obligations adhered to at all times</li> <li>• Salary packaging reconciliation complete in advance of end of FBT year</li> <li>• Variations and corrections actioned within 2 business days</li> <li>• Enquiries actioned within 2 business days</li> <li>• Quarterly Portable Long Service Leave Scheme reporting completed in advance of the submission date</li> </ul>

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YOUR AREAS	WHAT YOU DO	SUCCESS MEASURES
	<ul style="list-style-type: none"> <li>Maintains a good working relationship with Superannuation and Salary Packaging providers, and the Portable Long Service Leave Authority</li> </ul>	<ul style="list-style-type: none"> <li>Payroll records complete and up to date at all times</li> </ul>
Systems Administration and Process Improvement	<ul style="list-style-type: none"> <li>Carries out testing for all system upgrades</li> <li>Identifies through feedback, research and analysis, opportunities to improve and streamline processes to meet business requirements that require technical or system solutions</li> <li>Analyses data to identify areas of risk and trends designed to improve the management of Cire's payroll data</li> <li>Works collaboratively with People and Quality to ensure employees are educated and resourced in payroll user processes, superannuation, salary packaging and portable long service leave (where applicable)</li> </ul>	<ul style="list-style-type: none"> <li>System upgrades tested prior to deployment</li> <li>Processes reviewed periodically</li> <li>Actively participates in induction and training of employees as required</li> </ul>
Implementation Project	<ul style="list-style-type: none"> <li>Provide strong support on the design, build and implementation of Sage Payroll (MicroPay and ENTO)</li> <li>Clean data</li> <li>Ensure accurate accruals</li> <li>Prepare data uploads</li> <li>System testing</li> <li>Preparing and checking parallel pay runs</li> <li>Work to strict project deadlines</li> </ul>	<ul style="list-style-type: none"> <li>The team are supported through all aspects of the project</li> <li>Data is accurate and thoroughly checked</li> <li>Testing is conducted and reported accurately, with fixes identified and followed up</li> <li>Deadlines are met</li> </ul>
Values	<ul style="list-style-type: none"> <li>Demonstrate and work with:                             <ul style="list-style-type: none"> <li>Integrity;</li> <li>Respect; and</li> <li>Quality</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>We do what we say, and we stay true to our values and commitments</li> <li>We respect those in our communities and we actively seek to engage all stakeholders so that we can deliver on what we promise</li> <li>We focus on providing high quality services across all aspects of our organisation</li> </ul>
OH&S	<ul style="list-style-type: none"> <li>Understand Worksafe requirements and act responsibly</li> <li>Comply with OH&amp;S standards and responsibilities</li> <li>Report hazards and incidents immediately or within 24 hours at the latest</li> <li>Regularly check the workplace for safety</li> <li>Ensure other employees are operating safely, and address unsafe practices.</li> </ul>	<ul style="list-style-type: none"> <li>Workplace incidents and hazards are addressed within the required timeframes.</li> <li>You operate safely at all times.</li> </ul>

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YOUR AREAS	WHAT YOU DO	SUCCESS MEASURES
Ad hoc	<ul style="list-style-type: none"><li>• Other duties and projects as reasonably directed from time to time</li></ul>	<ul style="list-style-type: none"><li>• Demonstrated flexibility and adaptability to ad hoc requirements</li></ul>

**POSITION DESCRIPTION**

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I confirm that I have read and understand my requirements, accountabilities and outcomes as outlined in this Position Description.

I understand that my Performance and Success Review will assess the Success Measures included in this Position Description.

\_\_\_\_\_

Employee name

\_\_\_\_\_

Employee signature

Date: