

Position Title: Payroll Officer

Location: Alice Springs

Reports to: Finance Manager

Award: Aboriginal Community Controlled Health Services Award 2010

Summary of Role

To provide a comprehensive, professional payroll service to the Ngaanyatjarra Health Service.

Key Responsibilities and Accountabilities

- Preparation and processing a fortnightly payroll, including leave forms, travel allowances and timesheet collation and entry.
- Updating and maintaining employee payroll records including leave accruals.
- Ensure employee payments and reporting adhere to National Awards, Agreements and employment Contracts.
- Ensure payroll reporting and payments adhere to internal policies and statutory obligations.
- Calculation and processing of termination payments
- Processing wage increases and calculation of back pays.
- Responsible for fortnightly salary sacrifice reporting, reconciliation and payment.
- Posting payroll journals into the general ledger and reconciliation of payroll related general ledger accounts.
- Preparation, reconciliation and payment of monthly superannuation.
- Reconcile and perform end of year processing including PAYG payment summaries, FBT reporting and other statutory obligations.
- Liaising with NHS staff and external Organisations and government agencies on payroll related queries.
- Ensure close collaboration with the People and Capabilities team to streamline payroll related services and provide prompt processing of employee payments.
- Ensure payroll process and system are efficient and regularly reviewed.
- Assist in the orientation of new staff regarding payroll procedures.
- Assist in identifying and implementing improved financial systems in policies

Selection Criteria

- Previous experience in providing and maintaining comprehensive payroll service.
- Experience in processing and reconciling all payroll statutory obligations including PAYG, Superannuation and RFBA and FBT in a Not for Profit Organisation
- Excellent organisational and time management skills

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Date Approved:	27/09/2017	Next Review Date:	September 2018

- Proven ability to use and understand accounting and other relevant computer packages
- Ability to identify potential ways to improve systems and reduce costs
- National Police Clearance or the ability to obtain
- Current manual drivers license

Desirable

- Relevant payroll, bookkeeping / accounting qualifications
- Previous experience working in an Aboriginal Community Controlled Organisation.
- Previous experience at Attaché BI accounting package.

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