

## POSITION DESCRIPTION

<b>Date</b>	April 2022
<b>Position Title</b>	Payroll Officer
<b>Reports to (position title)</b>	Payroll Manager
<b>Department</b>	Finance and Information Systems

### Organisational Context

**bestchance** Child Family Care is an independent, not-for-profit, community organisation with offices in Glen Waverley and Pakenham, Victoria, Australia.

**bestchance** adopts an innovative and holistic approach to assisting young children and families by integrating a range of specialist family oriented educational and welfare community services. The range of programs delivered include Early Childhood Education and Care (ECEC) Family Day Care, Kindergarten, Child Care; Children’s Therapy, Parent and Child Support, Training, Community Support and Cheshire, an independent, specialist primary school for children with social, emotional and learning difficulties.

These programs recognise that the early years of a child's life are the most formative and influential and we strive to adhere to the principles of 'best practice'. This commitment ensures that families are, at all times, respected as the experts on their children and supported in an environment that is strength based and family centred.

**bestchance** also works in partnership with families in managing a number of kindergartens under its Early Years Management Program.

**bestchance** is committed to implementing and adhering to the Child Safe standards including the development and implementation of people practices that reduce the chance of child abuse within the organisation, for which we advocate zero tolerance.

Health safety and wellbeing first, is an expectation of all, where staff implement local work instruction and processes aligned to organisation requirements and are accountable for their own safety and safety of others.

### PURPOSE

For all children, families and individuals to thrive in their community.

### VISION

**Inclusion** we include everyone regardless of their background, needs or circumstances

**Care** We nourish and nurture resilient relationships

**Education** We develop skills and knowledge to build capacity and resilience.

## VALUES

**Humility** we focus on listening to better understand and meet needs

**High Expectations** we have high aspirations for our client outcomes and for the calibre of our services and staff

**Innovation** we embrace change based on critical reflection

**Curiosity** we seek new understandings and knowledge

**Evidence** we seek and generate evidence to evaluate and improve our programs

**Challenge** we look beyond the immediate to achieve different results

## POSITION PURPOSE

Reporting to the Payroll Manager, the Payroll Officer is required to support payroll and finance in the timely delivery of fortnightly payroll.

## PRIMARY OBJECTIVES

The Payroll Officer's main objectives are to support the payroll team in adhering to payroll deadlines and to respond and resolve employee pay queries.

## KEY RESULT AREAS AND RESPONSIBILITIES

- Assist with end to end fortnightly payroll processing
- Assist with maintaining and updating employee Masterfile records
- Ensure data processing, payroll adjustments and records are accurate and processed in a timely manner.
- Processing of new employees' information and assist with the calculation of termination pays.
- Maintenance of manual employee payroll records
- Providing assistance to Accounts Payable for the matching of relief agency invoices to timesheets, verifying, investigating discrepancies, and data input
- Assist with year-end reconciliations of wages
- Assist with regular reconciling of payroll to the General ledger in a timely manner
- Providing administrative support to the Finance and Payroll functions
- Respond to pay queries in a timely manner
- Ad hoc pay activities as advised by the Payroll Manager.

## KEY SELECTION CRITERIA

- Relevant tertiary qualifications in Human Resources, Business or a related discipline
- Demonstrated experience as Payroll Officer (5+ years)
- Demonstrated sound knowledge, understanding and practical application of payroll, time and attendance, remuneration and benefits, employee information management practices procedures, systems and applications
- Demonstrable experience across the Microsoft Technology suite of products, particularly high level EXCEL competency.

- Experience with Frontier products CHRIS21, iCHRIS and Humanforce TimeTarget
- Ability to work under pressure and to deadlines
- Detail-focused and organised
- Customer service oriented
- Proven ability to participate collaboratively and constructively within teams of peers and other stakeholders
- Demonstrated ability to communicate clearly and succinctly, both verbally and in writing