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POSITION DESCRIPTION

Date	September 2022
Position Title	Payroll Officer
Reports to (position title)	Payroll Manager
Department	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 will assist with the contemporary delivery of accurate and timely payroll and reporting ensuring compliance with all related legislation, maintaining confidentiality, data integrity, system parameters and records management.

PRIMARY OBJECTIVES

- Support the development and review of payroll process and procedures for continuous improvement to efficiently meet compliance requirements and deliver contemporary employee customer service

- In collaboration with People and Culture establish ongoing monitoring and evaluation of our employee information systems and services

- Contribute to a contemporary employee self-service culture across the organisation, through engagement and collaboration with a diverse range of stakeholders.

KEY RESULT AREAS AND RESPONSIBILITIES

- Assist with the establishment and administration of remuneration and benefits processes, ensuring confidential, accurate and timely data management, payment and processing in accordance with legislation, industrial instruments and policy including but not limited to:

  o End to end processing of fortnightly payroll

  o Annual remuneration reviews, Agreements and Award rate changes and application of industrial instruments as directed by People and Culture

- Provide timely and accurate financial reconciliations, regular and adhoc payroll and finance reporting including but not limited to end of month, general ledger, superannuation, portable long service leave, workers compensation, costing and response to external audit requests

- Work in collaboration with internal and external service partners in the management of employee information systems

- Support the development, implementation and review of procedures to deliver timely and accurate payments, reporting and analysis ensuring compliance with relevant legislative authorities

- Work with the Finance Team and the Business to provide proactive service delivery and operational support, education and advice to staff and managers on payroll and employee information system practices and procedures

- Measure results to improve effectiveness and efficiency in the delivery of high quality, responsive and innovative services

- Foster and develop collaborative and trusted relationships across the organisation

KEY SELECTION CRITERIA

- 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 highly desirable

- Evidence of solutions focus and innovative thinking, able to identify new approaches to payroll process and procedures improving efficiency, effectiveness and customer service.

- Detail-focused and organised with the proven capacity to take on and deliver on multiple and varied projects and competing deadlines.

- Proven ability to participate collaboratively and constructively within teams of peers and other stakeholders, as well as initiative and effective personal judgement when working alone

- Demonstrated ability to communicate clearly and succinctly, both verbally and in writing

- Proven engagement and relationship building skills

- Demonstrated experience as Payroll Officer (2+ years)