



POSITION INFORMATION DOCUMENT

Title:	Payroll Officer
Location:	Senior School, 2 Manresa Court, Athelstone SA 5076
Classification:	Education Support Officer (Administration) – Grade 3 <i>Terms and conditions in accordance with the South Australian Catholic Schools Enterprise Agreement 2017</i>
Salary:	<i>As per the South Australian Catholic Schools Enterprise Agreement 2017</i>
Accountable To:	Functional Manager: Finance Manager
Reports To:	Line Manager: Head of Business
Liaises with:	People and Culture Manager

Duty Statement

The Payroll Officer is responsible for end-to-end payroll processing, including end of month and some basic year end activities across the College.

Responsibilities of this role include;

Ethos and Identity

- Reflect Ignatian Learning and Teaching framework and Student Well-being framework;
- Promote Ignatian ethos and Jesuit tradition in every aspect of College life;
- Model Catholic and Christian values of justice, reconciliation and hope.

Payroll Duties

- Ensure the end-to-end payroll function is prepared to allow payment to be made to staff within set timelines and to allow appropriate time for the payroll to be checked and released by the Finance Manager;
- Ensure all end of month processing is completed;
- Ensure all year end activities as allocated within scope of position by the Finance Manager are completed;
- Process and administer all fortnightly salaries, personal and long service leave, superannuation, salary sacrifice and monthly journals;
- Ensure timesheets received are correctly filled out and approved;
- Ensure all filing is up-to-date each fortnight;
- Provide electronic copies of any records for individual employee personnel files to the Human Resources Department;
- Monitor and advise the People & Culture Manager with all yearly Steps and Grade/Year increases for approval;
- Attend and participate in staff meetings/activities as required.

Communication

- Demonstrates excellent interpersonal skills;
- Acts professionally at all times in dealing with staff and management.

Reporting

- Prepare end of month metrics in a timely manner;
- Uploading of the monthly superannuation returns.

Professional Relationships

- Work closely with the Finance Manager to ensure accurate payroll processing and financial reporting obligations are met;
- Works closely with the People & Culture Manager to seek direction and gain approval on employee related payroll queries.

General

- To undertake any relevant task as directed by the Principal or delegate as part of the employer/employee relationship within the scope of the role.

Safeguarding Children and Young People

The College takes child protection seriously, and as an employee of Saint Ignatius' College, you are required to meet the behaviour standards outlined in our Code of Conduct. You will have received a copy of the Code of Conduct as part of your employment paperwork upon commencement. You can also access a copy of the Code of Conduct on the College' shared drives.

Therefore, as a part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people;
- Promote the safety and wellbeing of children and young people to whom we provide services;
- Ensure that your interactions with children and young people are positive and safe;
- Provide adequate care and supervision of children and young people in your charge;
- Act as a positive role model for children and young people;
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management;
- Maintain valid 'working with children' documentation;
- Undergo periodic 'national criminal history record' checks;
- Report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people.

PROFESSIONAL REQUIREMENTS

Essential Minimum Requirements

- Knowledge of legislative frameworks in relation to payroll, leave, super and taxation;
- Experience processing payroll for 150+ employees;
- Support and nurture the College's Catholic ethos and Ignatian charism;
- Competent in payroll systems;
- Excellent interpersonal and communication skills;
- Collaborative approach with staff members;
- Possess, or be willing to obtain, Basic Emergency Life Support Training;
- Possess, or be willing to obtain, a Working with Child Check (WWCC) and complete Responding to abuse and neglect-education & care (RAN-EC) training.

PERSONAL REQUIREMENTS

Essential Minimum Requirements

- Participate and complete the Ignatian Induction Program in the first year of employment;
- High levels of confidentiality;
- High level attention to detail and accuracy;
- Ability to meet strict deadlines;
- Flexible and adaptable in approach to work practices and management strategies;
- Efficient organisational skills and initiative;
- Work well in a team.

Desirable Characteristics

- To have experience working in a similar role in a school;
- Knowledge of Preceda;
- Possess an appropriate academic qualification relevant to the role.

WORK, HEALTH & SAFETY RESPONSIBILITIES:

Responsibilities of the PCBU (Person Conducting a Business or Undertaking) - Saint Ignatius' College

The primary duty of care states the PCBU must ensure, so far as is reasonably practicable, the health and safety of

- Workers engaged, or caused to be engaged by the person; and
- Workers whose activities in carrying out work are influenced or directed by the person, while the workers are at work in the business or undertaking; also (so far as reasonably practicable) not put at risk from work as part of the business undertakings by ensuring the following provisions -
 - Maintenance of safe plant and structures;
 - Maintenance of safe systems of work;
 - Safe use, handling and storage of plant, structures and substances;
 - Provision of adequate facilities;
 - Provisions of any information, training, instruction and supervision,
 - Monitor health of workers and the conditions at the workplace.

Responsibilities of Officers/Management & Leadership Team

- If a PCBU has a duty or obligation under the WHS Act, an officer of the PCBU must exercise due diligence to ensure that the PCBU complies with that duty.

Due diligence includes:

- Taking reasonable steps to keep up to date knowledge of Work Health and Safety matters
- Allocating appropriate resources
- Appropriate processes for receiving and considering information regards risks and to ensure that the PCBU is implementing processes, which may include:
 - Reporting notifiable incidents;
 - Consulting with workers;
 - Ensuring the provision of training and instruction to workers about health and safety;
 - Ensuring Health and Safety Representatives receive their entitlements to training.

Responsibilities of all workers – including Volunteers, Managers and Leadership

While at work, a worker must:

- Take reasonable care for his or her own health and safety; and
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- Comply, so far as is reasonably able, with any reasonable instruction that is given by the PCBU to allow the person to comply with the WHS Act; and
- Co-operate with any reasonable policy or procedures of the PCBU relating to health and safety at the workplace that has been notified to the workers.