



Bacchus Marsh
Grammar

Position Description

Payroll Officer



Bacchus Marsh Grammar
South Maddingley Road, Victoria
Mailing Address
PO Box 214
Bacchus Marsh, Vic 3340

CRICOS No:02911M
Reg. No:1919
ABN: 24 128 531 078
Email: school@bmg.vic.edu.au
Website: www.bmg.vic.edu.au

POSITION DESCRIPTION

POSITION: Payroll Officer

ORGANISATIONAL UNIT: Business Support Services

POSITION STATUS: Ongoing

CLASSIFICATION: TBC

POSITION OVERVIEW:

The Payroll Officer's role is providing efficient payroll services for Bacchus Marsh Grammar (all campuses) by ensuring timely and accurate payment of wages and salaries to employees. This position is responsible for processing fortnightly payroll, addressing all payroll related matters, to maintain accuracy and integrity of payroll data and assisting staff and management with all payroll related queries.

1. General Duties

- Processing fortnightly payroll for workforce of approximately 450 staff, including full-time, part-time and casual employees. This includes checking payroll information, distributing pay advice and filing processed information.
- Ensuring all payroll transactions are processed efficiently and accurately.
- Preparing and entering timesheet data for fortnightly payroll.
- Balance all payroll ledger accounts, including the posting of all payroll related journals.
- Prepare payroll reports each fortnight and as required.
- Ensure the ATO and Superannuation payments are paid within the required timeframes.
- Calculation of staff leave entitlements, including long service leave as required.
- Setting up new employees within the payroll module in accordance with conditions stipulated on employment contracts.
- Update and maintain employee details in the payroll module. I.e., personal details, taxation, superannuation, bank account numbers, etc.
- Process student supervision payments as required.
- Process paid parental leave (government incentive) under the supervision of the Director of Finance.
- Under the supervision of the Human Resources Manager and/or Finance Manager:
 - Process termination payments.
 - Process WorkCover and Income Protection claims accurately and effectively.
 - Calculate and process annual pay increases and increments.
 - Process payments outside of the general payroll.
- Provide information as requested and promptly answer payroll/personnel related enquires from staff, management, and external organisations.
- In collaboration with the Human Resources Manager resolve payroll discrepancies.
- Processing of end of financial year payroll. Including the balancing and production of payment summaries through STP.
- Provide support to the Director of Finance during the review and approval stage of the fortnightly payroll.
- Calculation of annual leave loading for all employees and process in accordance with the enterprise agreement.

2. Child Safety

- Be familiar with and comply with the School's Child Safe Code of Conduct, PROTECT Four Critical Actions for Schools: Responding to incidents, disclosures, and suspicions of child abuse, and any other policies or procedures relating to child safety.
- Assist in the provision of a child-safe environment for all students.
- Demonstrate duty of care to all students in relation to their physical, emotional, and mental wellbeing.
- Complete all School assigned learning by the required due date.



3. Managing Self and Professional Skills

- Manage own behaviour in accordance with the Staff Code of Conduct;
- Adhere to and comply with Child Safe Standards regulations and Child Safe Code of Conduct;
- Adhere to and comply with all WHS policies, procedures and relevant legislation;
- Comply with legal, regulatory, ethical, environmental and social responsibilities and requirements; and
- Manage own development and professional learning relative to this position.

4. Working with People

- Contribute as a proactive and effective member of a vibrant professional services team, whose activities integrate and promote the organisation's values; and
- Participate in meetings in an active and constructive manner.

5. Other duties

- The incumbent can expect to be allocated duties as directed by the Finance Manager, Director of Finance or Human Resources Manager, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

ORGANISATIONAL RELATIONSHIPS

- **Reporting directly to:** Principal and/or Business Manager. This position will be supervised by the Human Resources Manager and/or Director of Finance.
- **Direct reports to this position:** n/a.
- **Internal Relationships:** Human Resources Manager, Human Resources Officer, Human Resources Administrator, Policy Compliance and Risk Manager, Principal, Executive Deputy Principal, Deputy Principals, Director of Finance, Teaching staff and Business Support Services staff.
- **External Relationships:** External providers, e.g., synergetic, superannuation companies (various), Southgate.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- This position undertakes routine tasks that are usually carried out under close supervision and direction; and
- This position undertakes work that carries some degree of independence and will generally involve a limited number of tasks performed on a regular basis where priorities are clear, procedures are well established and direction is readily available.

KEY SELECTION CRITERIA

Qualifications/Licences

- Certificate or Diploma in Business, Administration or related field is highly regarded.
- Working with Children Check (employment).
- National criminal history check.

Demonstrated Experience and Skills

- A minimum of 5 years demonstrated experience processing payroll for a workforce with over 400 employees.
- Demonstrated knowledge of payroll legislative requirements and Award/Agreement interpretation.
- Exceptional attention to detail and time management.
- High level of administration and organisational skills.
- Proven ability to work with stakeholder groups and complete required tasks across varied contexts.
- Ability to work both collaboratively as a member of a team and independently without supervision.
- Ability to multi-task and manage time effectively to deliver priorities.
- Highly developed communication and interpersonal skills with the ability to liaise with the School community.
- Experience within the education sector/school environment is highly regarded.
- Experience with using Synergetic is highly regarded (not essential).
- Demonstrated database knowledge and commitment to confidentiality.



- Proficiently in the use of Microsoft Outlook, Word and Excel.

AUTHORISATION

Approved: _____

Date: _____

Andrew A. Neal
Principal

I, _____ have read and agree to abide by the requirements of
this position description.

Signed: _____ Date: _____