

Position Description

Payroll Officer



Award:	West Wimmera Shire Council Enterprise Agreement 2021
Classification:	Band 5
Name of Occupant:	
Employment Status:	Part time – 0.4 Fixed Term / 12 months ASAP start
Location:	Kaniva and Edenhope (Hybrid)
PD Review Date:	

Organisational Relationships

- Reports to: Human Resources Manager
- Direct Reports: Nil
- Internal Liaisons: Human Resources Manager, CEO, Executive and Senior Leadership Teams, councillors, Operational Managers, Supervisors, Team Leaders, Leading Hands, Project Teams, Council Staff.
- External Liaisons: Government agencies and departments, regional bodies and other municipalities, council suppliers and customers, council auditors, consultants, professional associations, funding organisations and community stakeholders.

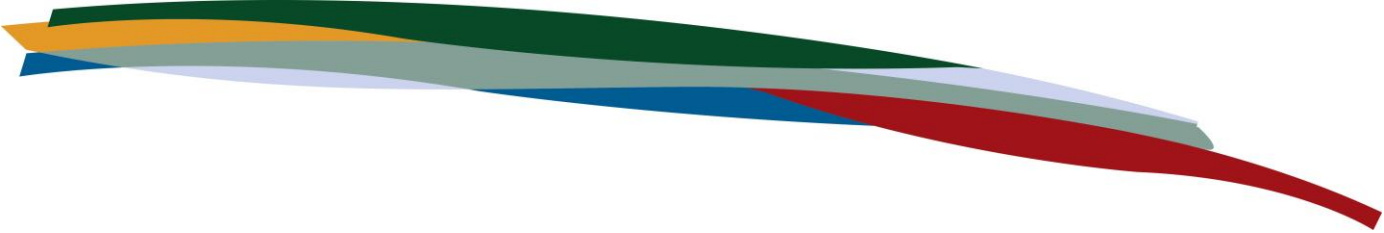
Positive Objective and Accountability

This Payroll Officer position will provide payroll and administrative support to the Human Resources Manager, and Finance as required, and is accountable for:

- The efficient and accurate administration, entry and processing of payroll data.
- Payroll services to internal and external stakeholders.
- Secure maintenance of payroll records.
- Support for the HR Manager, Finance and other administrative corporate functions relevant to payroll matters, during periods of leave and increased workload.

Working closely with internal departments, the role ensures payroll processing and enquiries are resolved efficiently, service standards are met, and emerging issues are identified and addressed proactively.

The Payroll Officer plays a key role in strengthening Council's support to internal stakeholders and staff.



Key Responsibility Areas

The key responsibilities of this role may be updated from time to time to align with Council's processes, systems, annual plans and organisational priorities.

Any changes will continue to support a broad and flexible skill base for the position.

The Payroll Officer is expected to meet agreed performance standards and indicators, reviewed annually and adjusted as required.

Without limiting the above, the key responsibilities of the role include:

Payroll Data

- Accurately enter and process payroll data for all Council employees, including office-based staff, Preschool, Waste Management and other operational teams.
- Check and verify the integrity of payroll data each pay period to ensure accuracy and compliance.

Process Payroll

- Process leave, allowances and other payroll items in the payroll system in a timely and accurate manner.
- Ensure all payroll deadlines are met, including weekly, fortnightly, monthly and statutory timeframes.

Payroll Services, Information, Processes and Support

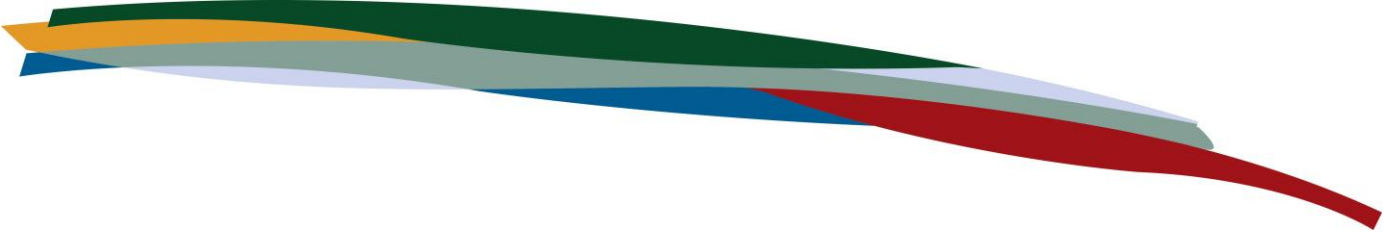
- Provide proficient payroll services to internal and external stakeholders .
- Provide payroll information and system support to the HR Manager, Finance team and other internal stakeholders as required.
- Assist staff and managers by providing accurate payroll information, including leave balances, entitlements and routine payroll reports.
- Support month-end and year-end payroll processes, including ledger allocations, payment summaries, taxation, superannuation, fringe benefits and other statutory requirements.
- Set up new employees and process terminations, ensuring all payroll records are complete, accurate and compliant.

Maintain Records

- Maintain accurate Payroll records within Council's corporate system.

Other Duties

- Carry out other duties as directed to support the HR Manager, Finance and administrative operations.



Key Selection Criteria

- a) Demonstrated understanding of payroll processes, legislation and compliance requirements.
- b) Proven experience in data entry, record keeping and reconciliation of financial or payroll information.
- c) Proficiency using payroll or financial software systems and the Microsoft Office Suite.
- d) Ability to meet deadlines, manage competing priorities and work within tight timeframes.
- e) Qualifications or equivalent experience relevant to payroll or financial administration.
- f) Well-developed written and verbal communication skills, with the ability to provide clear and accurate information to staff and managers.

Work, Health and Safety Skills

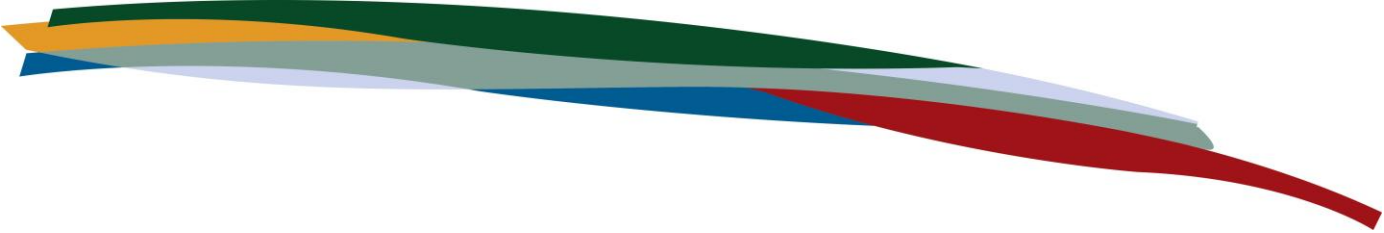
- Support management to ensure relevant payroll service functions incorporate risk management and compliance considerations as required.
- Always promote a culture of safety and accountability in the workplace.
- Comply with Council's OHS policies, procedures and relevant WHS legislation always.

Accountability and Extent of Authority

- a) Payroll accuracy – accountable for entering and maintaining accurate payroll data for all employees and payees, and for providing accurate information to stakeholders.
- b) Timely payroll processing – responsible for ensuring payroll is processed correctly and within required timeframes.
- c) Stakeholder liaisons – authorised to liaise with internal and external stakeholders regarding payroll enquiries such as timesheets, leave, costing details, budgets and other payroll-related enquiries.
- d) Financial procedures and processing – accountable for the accurate processing of payroll services.

Judgment and Decision Making

- a) The role requires the ability to exercise sound judgement and take direction provided by management.
- b) Decisions are in accordance with established legislative and policy and procedural requirements.
- c) The Payroll Officer must maintain a high level of confidentiality when handling employee and financial information.



Specialist Skills and Knowledge

- a) Knowledge deductions of payroll concepts, including taxation, allowances and deductions in Authority.
- b) Basic accounting knowledge, including a conceptual understanding of general ledger structures.
- c) Knowledge of current computer software packages including Microsoft Office, Internet and email.
- d) Detailed knowledge of HR concepts, including the EBA/award, leave concepts and Workcover.
- e) Detailed knowledge of Council functions as required to fulfil the role.

Management Skills

- a) Excellent time management skills, setting priorities, planning and organising own workload to meet required timeframes, payments and organisational requirements.
- b) Ability to achieve objectives within prescribed timelines.

Interpersonal Skills

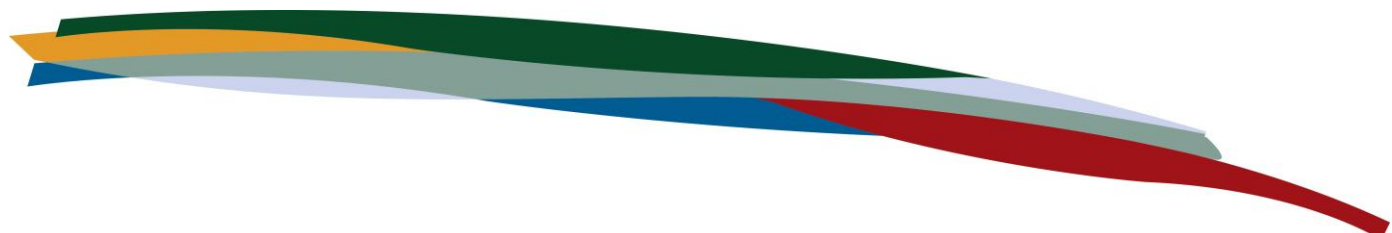
- a) Ability to take direction, work independently and excellent communication skills.
- b) Well developed written and verbal communication skills along with conflict resolution skills.
- c) Problem solving skills and the ability to maintain strictest confidentiality.
- d) Ability to build and develop effective relationships with key stakeholders (including Councillors, government bodies etc).

Qualifications and Experience

- a) Relevant experience in a finance and/or payroll environment.
- b) Experience in reconciling and reviewing payroll records.
- c) Qualifications relevant to the position are preferred.
- d) Sound understanding of Local Government or equivalent.

Conditions of Employment

- a) As part of West Wimmera Shire Council's recruitment and selection process, a satisfactory Police Check and Working with Children Check (Vic) is required for this position.
- b) Current driver's licence.
- c) Must declare any conflicts of interest, including private business interests, in accordance with Council's Conflict of Interest policy.
- d) May be required to work outside the normal span of hours, including evenings and weekends, to attend Council meetings, community events and business functions, for which time in lieu or overtime provisions apply in accordance with the Enterprise Agreement.



Equal Opportunity

West Wimmera Shire Council offers a work environment free from discrimination, sexual or other harassment, victimisation, and vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment

Child Safe Standards

West Wimmera Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.

All staff must adhere to Council's Child Safe Policy and procedures and ensure that any reasonable suspicion of abuse to children or young people is reported.

Privacy and Confidentiality

Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Employees are required to comply with the Information Privacy Act, the Health Records Act and Council's Confidentiality policies.

Both during and after employment with Council, employees must not:

- Communicate confidential or private information to third parties.
- Make use of any information gained through employment at the Shire for any purpose other than the discharge of official duties.

Gender Equality

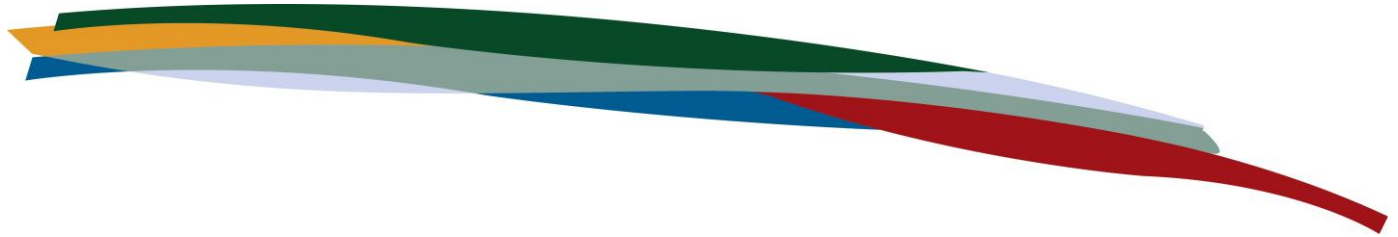
West Wimmera Shire Council is committed to workplace gender equality and to eliminating gender-based discrimination, in accordance with the Gender Equality Act 2020. Employees in this position are expected to consider gender equality impacts when developing or reviewing community and economic development programs, policies and services, and to apply Gender Impact Assessments where required.

Code of Conduct

Employees must comply with West Wimmera Shire Council's Code of Conduct and the Local Government (Code of Conduct) Regulations at all times, and act in a manner that upholds public trust and confidence in Council.

Personal Health Information

Personal and Health Information collected by Council is used for recruitment and if the applicant is successful will be used for Human Resources. The Personal and Health Information will be used solely by Council for this purpose and/or directly related purposes. Council may disclose this information to other organisations if required by legislation. The applicant understands that the Personal and Health Information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information after finalisation of the appeals process. Information relating to unsuccessful applicants may be destroyed by Council after 12 months from this time. Requests for access and/or correction should be made to Council's Privacy Officer.

**Employee Approved**

PD Review Date	Name	Signature

Approved By

PD Review Date	Position	Name
	Human Resource Manager	
	Director Corporate and Community Services	