



## Loyola College Position Description

### Payroll Officer

#### **Role:**

The Payroll Officer reports to the Financial Accountant and is accountable to the Principal. This is a key role within the Finance department and responsibilities are varied:

#### **Key Responsibilities:**

- Maintain employee payroll records and ensure data accuracy.
- Process payrolls for all employees accurately and in a timely manner, ensuring compliance with relevant laws and regulations.
- Prepare payroll deductions and salary packaging remittances.
- Process of annual leave loading payments.
- Collaborate with other department(s) to ensure accurate employee data and resolve any discrepancies.
- Respond to employee inquiries regarding payroll matters.
- Calculate music tutor payments and reconcile to parent music charges.
- Process monthly superannuation calculations and reconcile/remit funds.
- Submit LSL reimbursements to CEM monthly and reconcile payments/receipts.
- Prepare/reconcile/print/distribute annual PAYG payment summaries and submit to ATO.
- Process and control Workcover claims and reconcile reimbursements.
- Regularly update annual Work Cover reconciliation and complete return each year.
- Assist the Business Manager with other finance/administrative duties as required.
- Stay up to date with changes in payroll regulations and compliance requirements.

#### **Personal Traits:**

- Ability to work independently and as part of a team.
- Strong interpersonal and communication skills (both verbal and written).
- Ability to maintain confidentiality and handle sensitive information.
- Ability to work under pressure and meet deadlines.
- A commitment to ongoing professional development.

#### **Specific skills:**

- Minimum of 3-5 years of payroll experience, preferably in an educational or non for profit setting.
- Knowledge of payroll processing systems and software, such as Synergetic, or similar.
- Strong understanding of payroll regulations and compliance requirements.
- Excellent attention to detail and accuracy.
- Proficiency in Microsoft Office Suite, particularly Excel, Outlook, and Word.
- Maintenance of accurate records

## **Hours of Duty:**

This is a part-time role consisting of 15.2 hours per week (FTE 0.20). The proposed hour for the role is 30.4 hours over the two weeks cycle, the suggested hours are as follows:

- Non payroll week: Friday: 8.30am – 5.00pm, with an unpaid lunch break of 45 minutes.
- Payroll week: Monday, Tuesday, Wednesday: totaling 22.65 hours over the three days, with an unpaid lunch break of 45 minutes.

The hours may vary, and overtime may be required from time to time, as agreed with the Business Manager.

## **Salary, conditions, and benefits:**

- The conditions of the Catholic Education Multi Enterprise Agreement (CEMEA) 2022 apply to this position and is Education Support Employee, Category A, Level 4 that receives four weeks annual leave to be taken during student breaks as arranged with the Business Manager (except that the last full week of January is usually not available for leave).
- The salary level is based on experience and qualifications.
- Superannuation and Leave Loading will be paid as part of the CEMEA 2022 agreement and current government legislation.
- A discount of approximately 15% of tuition fees and pro-rata for part-time staff applies to children attending the College and is granted at the discretion of the Principal.
- Salary sacrifice options, such as Superannuation, are approved by the Principal.

## **Child Safety**

- Be familiar with and comply with the College's Commitment to Child Safety, Child Safety Policy, Safeguarding Children and Young People – Code of Conduct and any other policies or procedures relating to child safety.
- Hold a current Working with Children Check and Police Record Check.