



SCOTCH OAKBURN COLLEGE
CREATING THE FUTURE

POSITION DESCRIPTION

PAYROLL OFFICER

TITLE:	Payroll Officer
COMMENCEMENT DATE:	Date to be determined with successful candidate
EMPLOYMENT STATUS:	Permanent part-time FTE 0.60
HOURS OF WORK:	8:30 am to 4:36 pm (with 30 minute unpaid lunch break)
DAYS OF WORK:	3 days per week (Monday, Friday, plus third day to be negotiated with successful candidate)
WEEKS OF WORK:	52
AWARD/AGREEMENT:	Scotch Oakburn College (Non-Teachers) Agreement
CLASSIFICATION LEVEL:	F0
REPORTS TO:	Finance Manager
LOCATION:	Penquite Campus

Environment:

Scotch Oakburn College is a co-educational day and boarding school of approximately 1,150 students from Early Learning through to Year 12, associated with the Uniting Church, and employing a team of 250 dedicated professional staff.

Our College has three campuses:

- **Elphin Campus**, located in the inner eastern suburbs of Launceston and home to our Junior School (Early Learning [3yrs] to Year 5) as well as our Boarding House of approximately 70 students who come to us from intrastate, interstate and international locations.
- **Penquite Campus**, located 2.5km from our Elphin Campus and home to our Middle School students (Years 6-8) and Senior School students (Years 9-12).
- **Valley Campus**, located in the Fingal Valley just over an hour's drive from Launceston and the hub of our Education Outdoors and Environment Centre.

Scope of the Position:

To work independently and collaboratively as part of a team to:

- Perform the role of Payroll Officer to support the College's employees.
- Ensure completion of all tasks required of the role in a timely fashion to meet both internal and external deadlines.
- Apply comprehensive skills in MS Excel to provide reconciliations and other specialised reporting functions.
- Promote strong customer relations with all Scotch Oakburn College community members.
- Provide support in the day to day operations of the Business Office and HR Administration team as required.

Position Relationships

The Payroll Officer must be able to relate effectively, establish a cohesive working environment and develop strong strategic partnerships with the following key stakeholders:

- Finance Manager
- Management Accountant
- Business Manager
- Principal
- Members of the Business Office and HR teams
- College staff and members of the wider College community, and
- Organisations with whom Scotch Oakburn College deals.

Level of Responsibility

The Payroll Officer is responsible and accountable for their own work, which is to be performed within established guidelines and is required to exercise discretion and judgment in determining appropriate decisions within the role's specific areas of responsibility and operating budget.

Attitudes and Personal Qualities:

All College staff must be able to demonstrate the capacity and willingness to embrace the attitudes and personal qualities that underpin the working culture of the Scotch Oakburn College staff team:

Attitudes

- Supportive of the values and ethos of the College
- Understanding and supportive of all College staff
- Demonstrate maturity and capacity to relate to others in a positive and professional manner
- Adherent to all legal and professional obligations including occupational health and safety guidelines and duty of care
- Adherent to all the College policies and practices
- Preparedness to be actively involved in our College community
- Demonstrated commitment to professional development
- An effective and positively contributing team member

Personal Qualities

- Honest, trustworthy and ethical
- Friendly and approachable
- Considered, thoughtful and careful
- Reliable and punctual
- Flexible
- Energetic, proactive and demonstrate initiative
- High-level interpersonal and communication skills
- A good role model (language, dress, grooming, hygiene, integrity)

Professional and Ethical Behaviour:

All members of staff are expected to observe all College policies and procedures, in particular the Scotch Oakburn Code of Conduct.

Duties and Responsibilities

Whilst not an exhaustive listing, the following functions are typical of those which are expected of this position:

- Create and process the College staff pay batches (monthly and fortnightly pay cycles).
- Maintain the College's payroll system including information, records, security and data integrity, accuracy and currency.
- Liaise with employees on pay related matters.
- Prepare monthly payroll deduction remittances.
- Reconcile end of month and end of financial year reports.
- Reconcile superannuation contributions for remittance to the superannuation clearing house via internet.
- Understand and apply a solid working knowledge of other general pay and payroll/industrial matters including:
 - Relevant Industrial Awards,
 - Scotch Oakburn College Enterprise Agreements (teaching and non-teaching),
 - Workers Compensation,
 - Long Service Leave,
 - Superannuation etc.
- Maintenance of payroll records, both general files and digital records.
- Participating in workplace safety procedures.
- Attending meetings and professional development as required.
- Perform duties in a manner which is without an unacceptable level of risk to their own health and safety, other employees, students or the College community in general, making risk prevention a priority.

- To the best of the employee's experience and knowledge, provide risk management information, as requested by their manager.
- Report any illness, injury, hazard, near miss or incidents and losses as soon as they are detected to the supervisor and via the College's Incident and Accident reporting system.
- Miscellaneous duties as requested.

Selection Criteria

1. Demonstrated ability to maintain a sound and contemporary working knowledge in payroll best practices and functions.
2. Demonstrated ability to perform effective end-to-end payroll functions for a medium sized business.
3. Demonstrated understanding and practical application of multiple industrial instruments (Award/Enterprise Agreements) in a payroll context;
4. Demonstrated ability to maintain a strict code of total confidentiality;
5. Demonstrated experience with payroll systems;
6. Demonstrated outstanding customer service orientation;
7. Demonstrated high-level interpersonal and communication skills with multiple stakeholders of varying needs;
8. Demonstrated high level of organisation, planning and time management skills with a particular focus on accuracy and attention to detail and proficiency in data entry skills.
9. Demonstrated ability to manage multiple tasks in a timely and effective manner and meet assigned deadlines.
10. Demonstrated experience in Microsoft Office Suite, in particular Word and Excel to an intermediate level, at a minimum.
11. Demonstrated ability to encourage teamwork and be a committed member contributing positively to the Business Office team.
12. A capacity and willingness to participate in professional learning opportunities as required.

Mandatory Clearances – must be provided prior to commencement:

Working with Vulnerable People (Children) Registration and National Police Certificate (Schedule 1 Record)

Irrespective of any legislated exemptions available under the relevant Act(s), employment at Scotch Oakburn College is subject to the requirement to always hold:

1. a current Working with Vulnerable People (Children) Registration issued by the Department of Justice, Tasmania; and

2. an appropriately clear National Criminal History Certificate (Schedule 1 Record) as evidenced by the provision of a renewed police certificate every three (3) years.

It is also a requirement of employment that you immediately advise the Principal or Human Resources Manager should your criminal history status change during your period of employment. This includes notifying the College of any pending criminal investigations and/or allegations as well as any convictions.

The cost of all clearances is at your own expense.

- 1. Working with Vulnerable People (Children) Registration**

Working with Children Registration is a requirement under the Registration to Work with Vulnerable People Act 2013 and is issued by the Department of Justice, Tasmania. Information and application forms can be found at www.justice.tas.gov.au

- 2. National Police Certificate (Schedule 1 Record)**

National Police Certificate (Schedule 1 Record) is also a requirement to work at Scotch Oakburn College and is issued by Tasmania Police. Information and application forms can be found at www.police.tas.gov.au