

POSITION DESCRIPTION



PAYROLL & FINANCE OFFICER (1.0 FTE) – (negotiable with preferred candidate)

1 Incumbent
Name:
Date Commenced:

2 Industrial Instrument and Level
Local Government Industry Award, Level 6

3 Position Summary

To be responsible for the accurate processing of procedures relating to (but not confined to) payroll, employee record management, rates, creditors, debtors, and bank reconciliations.

4 Requirement of Position

4.1 Skills and Knowledge (Essential)

- Strong payroll experience and knowledge of statutory requirements
- Sound award interpretation and superannuation knowledge
- High level numeracy and problem-solving skills and experience.
- Proficient with the use of payroll systems and MS suite of software.
- Ability to meet strict payroll deadlines
- Demonstrated strong time-management skills, effectively handling multiple tasks at once while juggling conflicting priorities and meeting deadlines.
- Demonstrated ability to work well in a team environment and the ability to achieve organisational and team values, goals and objectives and to behave professionally.
- Positive attitude and desire to work as part of a team.

4.2 Skills and Knowledge (Desirable)

- Relevant experience (minimum 2 years) in a similar role within local government.
- Working knowledge of Definitiv Payroll and SynergySoft accounting systems.
- Knowledge of local government structure, function, legislative and statutory requirements and/or contemporary governance principles and standards.

4.3 Qualification, Certificates and Licences (Essential)

- A current 'C' class drivers licence; and
- A current National Police Certificate (required if preferred applicant)

5 Security

- All information in the administration office and buildings remains strictly confidential.
- Need to deactivate and reactivate security system (if applicable).

6 Key Duties and Responsibilities

Payroll

- Co-ordinate the Shire's accurate and timely fortnightly payroll
- New starter paperwork and maintain employee records
- Process pay adjustments, leave, back pay and termination payments
- Complete STP reporting, superannuation and statutory requirements
- Reconcile payroll accounts and support year-end activities
- Provide clear payroll advice and assistance to employees and managers
- Prepare payroll reports and audit information
- Help improve payroll processes and resolve payroll issues
- Research payroll matters and contribute to compliant, efficient and continuously improving payroll practices

Finance

- Process direct deposited receipts and trade payable payments.
- Prepare bank reconciliations in a timely manner.
- Process creditor invoices including the accurate recording, receipt, and input of data ensuring current processes and procedures are followed.
- Process creditor payments in accordance with procedures.
- Processing creditor and debtors' maintenance when necessary.
- Process debtor invoicing when necessary.
- Process journals, bank reconciliations, BAS, and FBT when necessary.
- Assist with End of Month reconciliations as directed by the Deputy CEO.
- General research and assistance in projects, such as budgets, annual financial statements, annual audit and other relevant statutory financial planning activities.

Rates

- Process daily receipting transactions.
- Assist with property transfer account enquiries with other departments and settlement agencies.
- Assist with processing property transfers.
- Assist with processing rates journals to assessments relating to legal fees and payment arrangements.
- Maintain names and addresses in relation to rate records.
- Processing Rates refunds when necessary.
- When necessary, liaise with the Valuer General to provide amended valuations when advised of land subdivision, amalgamations, building completions, or other changes in the status of the land parcel or its improvements.
- Assist with processing of rate concessions for pensioners and prepare rebate claims regularly.
- Assist with the maintenance of the Shire's property records to ensure that all land parcels are recorded and relevant information pertaining to each parcel is current.
- Assist with end of month reconciliation processes.
- Assist with end of year rates reconciliations and close off ledger.
- Assist with the preparation of rates modelling.
- Assist with rates billing and related notices.

- Assist in the preparation and submission of the Emergency Services Levy Annual Declaration.

Administration

- Assist when necessary to telephone and counter enquiries, referring queries to the appropriate Officer or raising a Customer Service Request.
- Provide high-quality customer service to internal and external stakeholders, addressing inquiries and resolving issues related to rates and finance.
- When required:
 - Provide front counter assistance and relief.
 - Collect and record mail from and take mail to post office daily.
 - Receipting of all monies onto the financial management system.
 - Balancing of the daily transport licensing takings and receipting onto the financial management system.
 - End of day reconciliation of the cash drawer and preparation of bank deposits.
 - Filing of receipts and reports daily.
 - Process and maintain animal registration database.
 - Process and maintain cemetery database.
 - Receive bookings for all Shire facilities and record on shire calendar as well as recording completed booking forms and receipting fees.
 - Put the flags up and take down each day.
 - Coordinate production of weekly Shire newsletters.
 - Post approved content to Shire social media platforms.
 - Coordinate Shire website content and upload information.
- Undertake other duties as directed by the Deputy CEO or CEO.

Transport Licensing

- Undertake Department of Transport Training. (5 days)
- Process Driver and Vehicle licensing payments and services.
- Attend to licensing queries.
- Liaise with Department of Transport on all matters associated with licensing.

EDMS System Maintenance

- Maintenance of records in the Shire's electronic data management system (training provided to successful applicant).

General Duties

- Exercise confidentiality in all duties and handle sensitive matters diplomatically as appropriate.
- Assist with reviewing and updating policies and procedures annually or as necessary to assist in achieving best practice outcomes.
- Support the team by assisting in other service areas when required to assist with workload, provide backup or advice in area of expertise.
- Other duties as directed by the Executive Management Team (within skills, knowledge and experience).
- Ensure all duties are carried out in a professional manner consistent with the Shire's code of conduct, staff policies and procedures.

7 Risk Management and Occupational Health and Safety

- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work and ensure that OH&S responsibilities are met and promoted by complying with the Shire OH&S policies and procedures and relevant legislative requirements to maintain safe work practices and a safe working environment.
- Contribute to the development and implementation of Risk Management strategies in accordance with Council Policy and Risk Management Plans to reduce liability in all areas of risk.

Organisational Relationships

8.1 Position is responsible to:

- Chief Executive Office – Specific Duties
- Deputy Chief Executive Officer – General Duties

8.2 Position Supervises:

- Nil

9 Extent of Authority

Operates day to day under regular direction of the Deputy Chief Executive Officer with all staff ultimately responsible to the Chief Executive Officer.

CONDITIONS OF EMPLOYMENT

1. Classification - Local Government Industry Award – Classification: Level 6
2. Salary - commencing salary \$74,633 base (\$33.87/hr + \$3.90/hr over award payment)
3. Hours of work can be negotiated with the preferred applicant.
Full time offers 8.00am to 4.30pm, with 30minutes allocated each day for a lunchbreak. 1 Rostered Day Off per four weeks of employment
4. Superannuation - Additional statutory superannuation – currently 12%.
Additional Shire supported superannuation up to 6% if matched by employee
5. Provision of uniform allowance – currently \$400 per annum
6. Additional service pay based on tenure after 12 months as permanent employee
7. Leave Entitlements:
 - a. Annual leave is provided for in the National Employment Standard. You are entitled to four weeks paid annual leave, which is accrued progressively during a year of service according to the employee's ordinary hours of work. Shire policy included an additional 2 days of annual leave.
 - b. Personal/Carer's leave is provided for in the National Employment Standard. You are entitled to 10 days of paid personal/carers leave, which is accrued progressively during a year of service according to the employee's ordinary hours of work (pro-rata).
 - c. You are entitled to two days of unpaid carer's leave for each permissible occasion when a member of the immediate family or household requires care or support.
 - d. You are entitled to two days of paid compassionate leave for each permissible occasion when a member of the immediate family or household is seriously ill or dies.
 - e. Long service leave is provided for in the National Employment Standard and the Local Government (Long Service Leave) Regulations. After 10 years of service you are entitled to 13 weeks long service leave.
8. Leave Loading: 17.5% leave loading will be paid at the time of taking annual leave
9. Accommodation allowance – Currently \$50/week if employee does not reside in Shire accommodation
10. Small Christmas bonus
11. St John Ambulance – Council will refund subscriptions paid
12. Undergo necessary Medical Examination/Police Clearance
13. Undergo annual performance reviews
14. Abide by the Staff Code of Conduct, Child Protection Code of Conduct, Electoral Code of Conduct, Employee Safety Policies and Procedures and general safe work practices
15. Commitment to always maintain workplace confidentiality
16. Relevant Council Policies/Practice apply