

Positions Vacant

Payroll Officer

Applications will remain open until filled

How to Apply

1. Covering Letter

Provide a covering letter outlining your experience and reason for wanting to apply for this position.

2. Selection Criteria

Address the essential selection criteria listed in the position description.

3. Resume

Provide a resume, which includes.

- Education and Qualifications
- Professional Development (any other courses you have completed or are currently enrolled in)
- Computer skills and software packages you are familiar with
- Employment History (Position, School/Organisation, Dates)
- Copy of Blue Card
- Name and contact details of two referees.

4. Submit Application

Applications can be e-mailed to employment@napranum.qld.gov.au or delivered in person to the Napranum Council reception 320 Wa-Tyne St Napranum.

Please note applications that are submitted **without** a cover letter or information addressing the selection criteria **will not be** assessed.

Position Description

Title:	Payroll Officer	Classification Level	Level 4
Department	Corporate Services	Award	Queensland Local Government Industry (Stream A) Award – State 2017
Reports To:	Director of Corporate Services	Location	Napranum
Nature of Employment	Full Time		

PRIMARY POSITION OBJECTIVE/S

To ensure that all Council personnel and representatives are paid correctly and on time and that all requirements relating to the efficient functioning of payroll are performed.

NASC VALUES

Our Values are the principles and beliefs that define who we are as a Council.

They provide purpose and direction and help to guide the decisions we make every day to support the implementation of our Corporate Plan in the best interests of the Napranum community.

Local Participation	The diversity of our community is one of our strengths. We are committed to creating and supporting opportunities for local people.
Mutual Respect and Trust	Building and maintaining positive relationships that are based on mutual respect and trust.
Professionalism	We are acting within the limits of our authority and maintain a high standard of ethics and integrity.
Pride	We are demonstrating our pride by connecting with the community and celebrating our successes.
Listening to Our community	Taking time to listen to the people of Napranum to ensure we are working on delivering the programs and services that will make a real difference to people's lives.
Accountability	We are taking ownership for the decisions and actions that impact our community.
Innovation and Continuous Improvement	We show leadership and encourage new initiatives and a culture of continuous improvement

JOB RESPONSIBILITIES

- Accurately process fortnightly payroll and other related deductions.
- Collect and collate all payroll information, ensuring its quality, for the input and production of the fortnightly payroll and related reports.
- Perform the functions of Payroll as detailed in the Accounting Manual. Such duties include:
 - the collection, checking and input of timesheets,
 - maintenance of employee Masterfile data and the preparation of pays,
 - maintenance of files, filing of reports and associated activities,
 - payments to third parties and reconciliations of clearing accounts,
 - Maintaining the currency of relevant Employment Agreements / Awards and variations in an appropriate register.
- Providing information to employees regarding pay details as required.
- Disseminating, preparing, filing and maintaining all records and returns required for employee superannuation matters.
- Maintaining employee files including personnel records that are relevant to the role.
- Provide support to HR as required.
- General administration/filing/archiving.
- Work with fellow staff and maintain positive relationships with other team members.
- To attend staff meetings as convened by the Director of Corporate Services, and contribute to those meeting by sharing ideas, issues, concerns, etc.
- To attend professional development/in service activities as may be appropriate from time to time.
- To be aware of any requirements of Regulations, Standards or other requirements applying to the finance within Local Government.
- Maintain a high level of confidentiality at all times.
- Represent the Council in a positive and responsible manner at all times.
- Adhere to, and enforce on any other Council staff or visitors when necessary, obligations under the Work Health Safety Act 2011 or as amended or replaced.
- Comply with all Council Policies and Code of Conduct.

All other duties as directed by the Director of Corporate Services from time to time as consistent with the needs of the business, skills, competence and training.

PERFORMANCE CRITERIA

- Tasks allocated to the position shall be performed to agreed standards and in accordance with established procedural guidelines. Performance indicators shall be those as agreed with the Director of Corporate Services.
- Work shall be performed in accordance with industry-accepted standards, quality standards and in accordance with the current *Work Health and Safety Act 2011* and other legislative requirements and standards appropriate at the time and including Council's policies and procedures.
- Allocated tasks shall be completed within agreed timeframes.
- Follow Council employment and working arrangements, agreements and rulings on attendance at work and leave. This includes not being absent without approval and accurately and truthfully recording work and leave periods. Employees have an obligation to promptly notify Council as soon as practicable upon becoming aware that they are going to be absent from work.
- Active participation in supervision discussions, performance reviews professional development activities,

staff meetings and training as required or directed.

- Demonstration of a spirit of co-operation towards other employees and the achievement of Council's aims and objectives.

CORPORATE RESPONSIBILITIES

- Adhere to, and enforce on any other Council staff or visitors when necessary, all other obligations under the *Work Health Safety Act 2011* or as amended or replaced.
- Maintain a high level of confidentiality at all times.
- Represent the Council in a positive and responsible manner at all times.
- Comply with all Council policies and Code of Conduct.
- Maintain effective Communication.
- Undertake all relevant duties as directed from time to time, consistent with skills, competence and training.
- The key responsibilities may be modified from time to time to ensure that outcomes are aligned with Council's Operational and Corporate Plans.

SELECTION CRITERIA

Prerequisite

- Demonstrated high level of financial and administration skills.

Essential Experience/Qualifications

- Previous experience in a similar payroll/financial role.
- Strong experience in finance applications particularly payroll and MYOB.
- Advanced computer skills, including high-level proficiency with the Microsoft Office programs (e.g. Word, Excel and Outlook) and the internet.
- Ability to achieve effective outcomes within tight deadlines.
- Demonstrated track record of reliability.
- Sound written and verbal communication skills.
- Ability to acquire knowledge of Legislation and Council Procedures and policies relating to finance and administrative procedures.
- Agree for a Commonwealth Police check and blue card.

Desirable

- Recognised qualification in commerce, business administration, finance or similar.
- Previous work experience as a member of a team in an Indigenous administrative office environment.
- A current Class "C" Drivers Licence.
- Be physically fit and healthy to be able to meet requirements of the position.

EXTENT OF AUTHORITY

The incumbent is expected to exercise initiative, sound judgement and situational sensitivity at all times. Decisions and actions are to be consistent with (and within the scope of) the achievement of the position's objectives.

They must also reflect Council's strong commitment to outstanding client service.