



NUNKUWARRIN YUNTI OF SOUTH AUSTRALIA INC

182 – 190 Wakefield St, ADELAIDE 5000

POSITION TITLE:	CLASSIFICATION LEVEL:
Payroll Officer	NY General Level 4
PROGRAM:	UNIT:
Corporate Support Services	Finance
TENURE/STATUS:	LOCATION (if other than Wakefield Street Adelaide):
Permanent full-time Position is subject to ongoing funding	
POSITION REPORTS TO:	WORKS CLOSELY WITH:
Finance Manager	All Finance Team Members Employees of Nunakuwarrin Yunti in relation to payroll External payroll providers

1. PURPOSE STATEMENT

Brief statement of the key responsibilities/prime function of this job:

Nunakuwarrin Yunti aims to promote and deliver improvement in the health and wellbeing of all Aboriginal and Torres Strait Islander people in the greater metropolitan area of Adelaide and to advance their social, cultural and economic status. The Organisation places a strong focus on a client centred approach to the delivery of services and a collaborative working culture to achieve the best possible outcomes for our clients.

Financial Services is responsible for ensuring Nunakuwarrin Yunti's financial resources are managed in an effective and efficient manner such that all financial activities undertaken by the Organisation meet legal requirements and other reporting obligations. Financial Services provides financial support and advice to managers and is the first point of contact for all staff payroll activities.

The Payroll Officer position is responsible for the provision of accurate and timely payroll services that meet statutory requirements relevant to the business activities of Nunakuwarrin Yunti of South Australia Inc, including:

- Distribution of fortnightly timesheets and payslips to employees
- Collection of timesheets and leave forms prior to payroll deadlines
- Review and processing of timesheet data
- Liaising with employees as required to ensure accurate payroll processing occurs
- Ensuring salary sacrifice arrangements and deductions are within organisational guidelines and FBT thresholds
- Ensuring paid entitlements reflect existing contractual arrangements and leave entitlements
- Ensuring salary adjustments associated with the Collective Agreement are updated according to the agreement on the specified date
- Calculating and processing any payroll adjustments such as back-pay
- Ensuring all payments to employees accurately reflect statutory requirements; PAYG withholding, superannuation, HELP and Paid Parental Leave Scheme
- Maintaining all records related to payroll functions

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Working Together

Fair

Accessible

Equitable

Culturally Appropriate

2. KEY RESPONSIBILITIES/DUTIES

(Identify the significant services of work, which are the key outputs of the position)

KEY RESPONSIBILITIES (Outputs of the job)	PERFORMANCE MEASURES (Measures the outcome of the following activities by quantity, quality, or timelines.)
<p>1. Provide Payroll Processing Services</p> <p>Provide an accurate, confidential and timely Payroll service for Nunkuwarrin Yunti of South Australia Inc in accordance with organisational procedures and statutory requirements.</p>	<p>Payroll processing is completed in a timely and accurate manner, in accordance with organisational and statutory requirements.</p> <ul style="list-style-type: none"> • Distribute fortnightly timesheets in advance of pay cycle • Ensure all timesheets and leave forms are collected prior to payroll processing and are signed off by both employees and managers • Review all timesheets and leave forms to ensure they are accurate and complete as well as investigate and communicate any errors to relevant managers • Collate timesheet data, leave information and salary deductions in a payroll data file • Collate salary sacrifice file • Ensure payroll data and salary sacrifice files are forwarded to the external payroll and salary sacrifice providers for processing in required timeframes • Distribute payslips on a fortnightly basis • Prepare payroll journals and reconcile all salary payments and deductions to the general ledger, ensuring that for each employee they are allocated to the correct department/unit. • Ensure all statutory payroll payments are met (e.g. tax, superannuation etc.) • Ensure all payroll amounts accurately reflect existing contractual entitlements and that employee payroll records are regularly reviewed and updated • Respond to payroll queries from staff and service providers in a timely and professional manner whilst maintaining confidentiality at all times • Calculate and process payroll adjustments such as back-pay • Distribute Payment Summaries at the end of each financial year in a timely manner. • Provide payroll information and reports to the Finance Manager when required.

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<p>2. General Finance Duties</p> <p>As a member of the finance team, be prepared to multi skill and undertake other accounting and administrative duties to support team members, and help ensure a high quality service is provided.</p>	<ul style="list-style-type: none"> • Undertake other accounting and routine clerical duties as and when required which contribute to the Finance Team activities being performed in a timely and effective manner • Ensure secure management of data and files and compliance with privacy policies and legislation. • Ensure that filing of employee pay records and other forms and documents is undertaken on a regular basis. • Provide support during the annual audit review in relation to payroll matters. • At the direction of the Finance Manager, undertake minor projects and a range of routine clerical duties and accounting activities.
<p>3. Commitment to best practice finance services and professional development</p> <p>Contribute to best practice, and participate in quality improvement initiatives, being willing to share job knowledge and learn new skills.</p> <p>Contribute to the efficient operations of the finance unit by maintaining effective communication with team members, program managers, staff and other stakeholders.</p>	<ul style="list-style-type: none"> • Actively work towards improving service delivery, by making recommendations for improvements in processes and procedures and by embracing multi skilling within the team. • Participate in regular Team Meetings • Participate in training and development activities as required by the employer. • Undertake professional development activities to maintain currency and improvements of skills and use these to improve service delivery. • Share job knowledge within the Finance team, to assist the team to develop new skills. • Participate in regular performance development reviews.

3. SELECTION CRITERIA

ESSENTIAL – includes qualifications, skills, experience and knowledge.

- Minimum of two years experience in performing payroll functions for organisations with more than 30 employees.
- Demonstrated ability to perform payroll functions to a high standard of accuracy, timeliness and clear understanding of statutory requirements.
- Knowledge of current payroll software.
- Experience in working within a Finance Team.
- Ability to think critically about your role and propose process improvements.
- Ability to maintain a high level of confidentiality at all times.
- Demonstrated ability to communicate effectively with employees and external payroll providers and to handle enquiries with diplomacy and tact.
- Good computer literacy, especially using Microsoft products.

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- High-level accurate data entry skills.
- Proven ability to work with minimal supervision and within guidelines, policies and procedures.
- Ability to develop and maintain a positive working relationship with Aboriginal and Torres Strait Islander peoples, and organisations associated with providing services to Nunkuwarrin Yunti of South Australia Inc.
- Possess understanding of, and demonstrated commitment to the principles and practice of equity and diversity and OHS & W in the workplace.

DESIRABLE

- Completed Qualification in Accounting or Finance – ideally with payroll subjects in the course of study.
- Experience in working with Aboriginal people and organisations.
- Experience in other Not-for-Profit organisations.

4. APPOINTMENT CONDITIONS

Special Conditions and Status

- Full time position, 38 hours per week.
- Some out of hours work may be required.
- Appointment is subject to a satisfactory National Police Clearance Certificate.
- Subject to 6 months satisfactory probationary period unless the appointee is a current employee of Nunkuwarrin Yunti and has completed the required probationary period prior to being appointed to this position.
- Salary Sacrifice, Superannuation Employer contribution.
- Current South Australian full Driver's Licence and willing to drive in the course of work activities.
- Conditions of employment are in accordance with the terms and conditions stated in the relevant Enterprise Agreement.

5. PERFORMANCE/SKILL STANDARDS

Performance will be measured and assessed against objectives set out during the performance agreement and in alignment with the job and person specifications for the role.

6. WORK HEALTH AND SAFETY

Follow defined work health and safety legislation, and Nunkuwarrin Yunti's policies and procedures related to the work being undertaken in order to ensure own safety and of others in the workplace.

Take such action as is within your competence and responsibility to report or make recommendations to a higher level representative as you deem necessary, to avoid, eliminate or minimise hazards of which you are aware in regard to working conditions or practices.

Keep work areas in a safe condition and report any near accident, accident or injury, which arises in the course of your work.

7. EQUAL EMPLOYMENT OPPORTUNITY

Responsibility Statement

Contribute to the maintenance of a healthy, safe and equitable working environment by maintaining knowledge of and adhering to the principles and standards of Equal Employment Opportunity legislation that ensures all employees in the workplace are treated in a fair and equitable manner, free from discrimination, bullying and harassment.

Recognise that confidentiality will be abided by at all times in line with Organisational policy and respect the cultural sensitivity of all clients/customers of Nunkuwarrin Yunti of South Australia Inc.

8. CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements for the job.

Duties and responsibilities for this position should not be considered definitive. Duties may be added, deleted or modified, in consultation with staff, as necessary.

Abide by the policies and procedures of Nunkuwarrin Yunti of South Australia Inc.

Employee Statement:

As occupant of this position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name

Signature

Date

Job and Person Description Approval

Date approved: / /

MANAGER Name: Signature:	EXECUTIVE MANAGER – CORPORATE SUPPORT SERVICES Name: MICHAEL McCabe. Signature:
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**APPROVED BY
CHIEF EXECUTIVE OFFICER**

VICKI HOLMES

Signature

Date