

<b>POSITION TITLE</b>	<b>Payroll Team Leader</b>		
<b>POSITION OVERVIEW</b>	The Payroll Team Leader oversees and supervises the organisation's payroll functions, ensuring pay is processed on time, accurately, and in compliance with government regulations.		
<b>CLASSIFICATION</b>	WCS Level 7	<b>SERVICE AREA</b>	Finance
<b>EMPLOYMENT STATUS</b>	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual		<b>HOURS PER WEEK</b> 38
<b>LOCATION</b>	Callam Office, Building C, Level 1, 50 Easty Street, Phillip ACT		
<b>IMMEDIATE MANAGER</b>	Chief Financial Officer		
<b>INDUSTRIAL AGREEMENT</b>	Woden Community Service Inc – Caring for our People, Building our Capability to Serve, - Enterprise Agreement 2021-2023		
<b>REPORTING RELATIONSHIPS</b>			
<b>NO OF DIRECT REPORTS</b>	2	<b>NO OF INDIRECT REPORTS</b>	Nil
<b>KEY RELATIONSHIPS</b>			
<b>INTERNAL</b>	CFO, Finance Manager, People & Culture Manager, all staff with an emphasis on people managers		
<b>EXTERNAL</b>	ACT Portable Long Service Leave Authority, Services Australia, Australian Tax Office (ATO), salary packaging provider, superannuation scheme provider, and other government agencies		
<b>KEY ACCOUNTABILITIES</b>			
<p><b>Payroll</b>                      Lead and guide a small team involved in the operational aspects of payroll processing and associated activities such as salary disbursements, overpayment recovery, leave management, and reporting is accurate and delivered within the appropriate timeframes and comply with relevant legislation, including:</p> <ul style="list-style-type: none"> <li>• administer and process end-to-end fortnightly payroll</li> <li>• lead payroll functions, including duties and tasks concerning the administration of fringe benefits, conditions, allowances, tax, superannuation, employee deductions, PAYG reconciliation, leave entitlements, accruals, increments, records maintenance, and pay variations</li> <li>• keep up to date with relevant legislative changes across the payroll functions and implement changes accordingly</li> <li>• ensure accuracy and timely submission of reports to salary packaging providers as part of payroll processing</li> <li>• prepare and process statutory requirements for the ATO, superannuation guarantee providers, ACT Portable Long Service Leave Authority, and other government agencies</li> <li>• work with external providers to ensure optimum service delivery, i.e. salary packaging providers</li> </ul>			

## Compliance

- assist the organisation in meeting its taxation, superannuation, and other legislative and statutory obligations through processing and preparation of returns, related reports, forms, and other documentation as requested
- provide responsively, accurate advice on payroll matters, resolve difficult enquiries and assist in identifying payroll errors and implementing corrective action where required to ensure employee payments are processed accurately and database integrity is maintained
- balance the payroll accounts in the general ledger by resolving payroll discrepancies
- maintain payroll guidelines by writing, updating policies and procedures, and initiating benchmarking guidelines
- comply with federal, state and local legal requirements by studying existing and new legislation; enforcing adherence to requirements, and advising management on needed actions
- maintain employee confidence and protect payroll operations by keeping information confidential
- maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; and participating in professional societies

## HRIS (Payroll) Admin

- lead and oversee the system's daily operation and perform a gap analysis of processes.
- develop and perform system audit processes, and maintain data integrity by regularly analysing data in iChris
- design, develop and maintain adhoc reports and dashboards using iChris, PowerBI and Xero
- define and develop training/job aids, processes, guidelines and documentation used by the end users across WCS
- provide end-user troubleshooting, issues remediation, technology assistance requests and escalation management related to iChris
- partner with ICT and People and Culture to perform regular assessments and improvements to iChris
- ensure all iChris-related systems are compliant with data protection/privacy laws and regulations

## General

- ensure your safety, the safety of the community, service users and your colleagues by following the WCS Work Health and Safety Policy and Procedures at all times
- foster a culture where everyone is valued, respected and recognised by applying workplace diversity and equity principles
- apply National Principles for Child Safe Organisations, as applicable to the role

## EXPERIENCE & QUALIFICATIONS

### Essential

- Bachelor's degree or equivalent experience in Accounting, Business, Human Resources or related field.
- Demonstrated experience using iChris/Chris21 or similar payroll software.
- Experience processing multiple pay runs.
- High-level experience with the interpretation of awards and enterprise agreements.
- Knowledge of payroll tax and WorkCover legislation in all Australian states and territories.
- Experience in dealing with ATO, Services Australia, and Superannuation Clearing houses.
- Experience in month-end reporting and Fringe Benefit calculations.

	<ul style="list-style-type: none"> <li>• Excellent computer literacy, including the use of excel as an analytical and reporting tool.</li> <li>• High-level financial and analytical skills.</li> <li>• High-level customer service skills, including outstanding interpersonal and written and verbal communication skills.</li> <li>• Ability to exercise judgement and discretion in handling sensitive and confidential enquiries and information.</li> <li>• Demonstrated ability to establish rapport and build and maintain sound relationships with individuals, carers and families based on mutual respect and trust.</li> <li>• Demonstrated understanding and appreciation of the importance of personal and professional boundaries, privacy and confidentiality and ethical behaviour.</li> <li>• Demonstrated ability to work with limited supervision.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Project management skills and experience.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Demonstrate at all times commitment to WCS' Purpose and Values, and follow the WCS Code of Conduct.</li> <li>• Ongoing employment is subject to a satisfactory Police check and maintaining a current ACT Working with Vulnerable People registration.</li> </ul>

<b>Document History</b>	<b>Original:</b> June 2018	<b>Revised:</b> May 2023	<b>Version:</b> V4
<b>Employee's name</b>		<b>Signature</b>	<b>DATE</b>