

Position Description

Payroll Officer

Location:	Milton	Reports To:	Senior Payroll Officer
PD Date:	September 2021	Salary Range:	Negotiated

About us

Act for Kids is a prominent provider of free prevention, professional therapy and support services for children who have suffered abuse and support for families at risk. With over 25 centres nationally, we have supported thousands of children and their families for more than 30 years. In 2019 - 2020 we provided services to 44,894 people, including over 29,000 children.

Our unique multidisciplinary teams provide integrated therapy, sexual abuse counselling, safe houses in remote Indigenous communities, information, advice and referral services, intensive family support and preschools designed for children with additional development needs to ensure we set them up for success at school.

About our commitment

- Our vision is that all kids have a safe and happy childhood, free from abuse and neglect.
- We are a child safe organisation and all children who come into contact with our services will be provided with a welcoming and safe service.
- We prioritise working with Aboriginal and Torres Strait Islander peoples to grow our cultural expertise and deliver excellent services to children, families and communities.
- We endeavour to provide a work environment that ensures the health, safety and wellbeing of all team members is embedded in our everyday work practices.

About our values

At Act for Kids our exceptional organisational culture is aligned to our values. You will be part of a **team** that is **professional, ethical, caring, courageous** and **collaborative** and we expect you to demonstrate these behaviours throughout your career with us.

About the position

This job is about processing payroll, superannuation and related transactions and assisting with other bookkeeping and administrative functions.

Key responsibilities

- Support the Senior Payroll Officer to process all payroll, superannuation and related transactions in a timely and accurate manner.
- Address payroll queries and provide payroll information to internal and external stakeholders as required in a timely and professional manner.
- Update payroll related internal and external databases including payroll system, HR system, superannuation management and processing system, government and ATO portals accurately and in a timely manner.
- Review the completeness of approved payroll workflows including timesheets, leave applications and change of employment details.
- Maintain accurate leave entitlement records for all team members.
- Ensure that all employment information is updated in a timely and accurate manner.
- Review related general ledger transactions to ensure accuracy.
- Assist with bookkeeping and banking related duties.
- Assist with administrative duties including filing, scanning and answering phone calls.

- Develop, document and implement policies, procedures and practices, relevant to the role and contribute to continuous improvement initiatives.
- Maintain accurate records for audit purposes.
- Comply with all Act for Kids policies and procedures.
- Maintain confidentiality and privacy in all matters relating to team members, clients, and procedures.
- Fulfil other tasks that your manager/s may reasonably ask you to perform.
- Act as a client/customer focused, values based team member and work collaboratively with other staff to achieve strong results across all activities at Act for Kids.
- Ensure behaviour during all work interactions is aligned to our values of being *professional, ethical, team oriented, caring, courageous* and *collaborative*.

About you

Qualifications

- Evidence of payroll or other relevant professional development, training and/or qualifications is advantageous.

Skills and experience

- At least 2 years' experience in a similar role.
- Current knowledge of superannuation and PAYG legislation.
- Competent in using payroll and HR systems and Microsoft Office applications.
- Accuracy, attention to detail and the ability to meet deadlines.
- Highly developed written, verbal and interpersonal communication skills.
- Demonstrated problem solving ability and a proactive and positive work attitude.
- Ability to work collaboratively as part of a team and independently to take responsibility for the completion of tasks.

Other requirements

- Eligibility for a Suitability Card for Child Related Employment (Blue Card registration) or exemption based on professional qualifications and registration.
- Applicants must be eligible to legally work in Australia and proof of eligibility may be requested.