

## POSITION DESCRIPTION

### Finance Officer - Payroll

<b>POSITION</b>	Finance Officer – Payroll
<b>RESPONSIBLE TO</b>	Director of Business Services Head of Finance & Services
<b>CLASSIFICATION</b>	Education Support Employee – Category C
<b>EMPLOYMENT TERMS</b>	<ul style="list-style-type: none"> <li>• Employment is in accordance with terms and conditions as outlined in the Victorian Catholic Education Multi-Employer Agreement (VCEMEA 2018)</li> <li>• Remuneration is in accordance with the VCEMEA 2018 and dependent on skills and experience</li> </ul>
<b>PREPARED BY</b>	Director of Business Services
<b>ISSUE: 03</b>	<b>DATE:</b> June 2023

All staff members of Siena College are expected to support and promote the College’s mission. Siena College, a Catholic secondary school in the Dominican tradition, engages young women in a challenging education that empowers them with the personal resources to make a difference in the world, by searching for truth through a culture of lifelong learning.

The College has a universal expectation for the protection of the young women in its care and is committed to ensuring that all staff promote the inherent dignity and fundamental right of students to be respected and nurtured in a safe school environment. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel. The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously and responds in line with the organisation’s policies and procedures.

The Finance Officer (Payroll) is appointed by the Principal and is a member of the Finance Team. He/she works closely with the Head of Finance & Services and HR Manager.

The Finance Team provides company accounting services to ensure the College meets all financial transaction, reporting and compliance requirements. In a busy and dynamic environment, the team provides professional and friendly support to staff, parents, suppliers, and stakeholders.

Reporting to the Head of Finance & Services, the Finance Officer (Payroll) is responsible for the payroll function of the College. This includes processing and monitoring all payroll transactions and associated processes. Providing these services in an effective and efficient manner will ensure that all financial records are accurate and up to date and that payroll is processed within established time limits.

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### 1. Payroll and Human Resources

- a. Ensure the compliance of all relevant employment regulations
- b. Prepare and reconcile the fortnightly payroll, and all related ATO requirements including deductions, superannuation, salary packaging and PAYG tax
- c. Reconcile payroll general ledger and clearing accounts on a monthly basis
- d. Assist the HR Manager with maintaining MACS staffing databases including the Online Staffing Return (OSR) and Personnel Record System (PRS)
- e. Assisting the HR Manager with the preparation of staffing returns for census
- f. Maintaining a register of staff entitlements including personal leave, long service leave, annual leave and leave loading
- g. Maintain all employee payroll files and ensure their confidentiality and security
- h. Examining and reconciliation of student teacher and exam supervision payments, follow up and process any associated payments necessary
- i. Entering the new employee's payroll data onto Synergetic upon appointment
- j. Preparing information for completing the online annual remuneration return for WorkCover
- k. Preparing the information for lodgment of the yearly FBT return
- l. Reviewing fortnightly payments for music tutors, casuals, and contractors
- m. Liaison with Centrelink and reconciliation of Centrelink payments for maternity leave paid
- n. Attending to general enquiries by staff on salary payment and entitlements
- o. Maintaining up to date knowledge on industrial relations matters and the VCMEA award

### 2. Other Duties

- a. Maintaining a system to ensure the confidentiality and security for all financial documents
- b. Assist with daily banking, receipting and sundry cash processing as and when required (not a regular function)
- c. Provide support for the accounts receivable function as and when required
- d. Other duties as directed by the Principal, Director of Business Services or Head of Finance & Services

### 3. General accountabilities for all Staff

- a. Demonstrate duty of care to students in relation to their wellbeing
- b. Be well informed and comply with the College's obligations in relation to Child Safe Standards and processes for reporting suspected abuse

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- c. Adhere to the College's professional dress code for staff
- d. Attend all relevant staff meetings, assemblies, College Masses, community days and staff professional learning days
- e. Demonstrate professional and collegial relationships with colleagues
- f. Commit to and actively support the College's agenda for continuous improvement through participation in school improvement planning as required
- g. Demonstrate alignment and support for the Catholic and Dominican ethos of the College
- h. Support the Mission, Vision and Values of the College as articulated in the Strategic Plan
- i. Be familiar with and comply with all College policies and procedures

#### **4. Essential Criteria**

- a. Appropriate degree in Finance preferred but not essential
- b. Minimum five years' experience in a payroll position within a finance team
- c. Strong communication skills
- d. Excellent Microsoft Office skills – advanced Excel
- e. Ability to work autonomously and within a team environment
- f. Passionate about accuracy, efficiency and going beyond expectations
- g. Ability to use initiative, review and improve systems processes
- h. Strong reporting experience – ability to prepare and produce reports from the database or Excel

#### **5. Desirable Criteria**

- a. Experience in a school Payroll environment and familiar with school industrial agreements
- b. Experience with the Synergetic Database system

#### **6. Professional Learning**

Training as appropriate