



Position Description

School Payroll Officer

POSITION: School Payroll Officer

The prime purpose of the role is to assist with the provision of centralised payroll for Diocesan primary schools that have requested this service.

STAFF GROUP: Business Services

REPORTING TO: School Finance & Resources Manager through the Deputy Director, Business Services to the Director of Catholic Education.

TENURE: The appointment is full-time and ongoing.

LEVEL: CEO Clerical Employee Level 4 (salary range \$74,170 p.a. - \$81,987 p.a.).

SALARY AND BENEFITS:

- The salary and conditions are in accordance with the *Victorian Catholic Education Multi Enterprise Agreement 2013*. The position is classified as a CEO Clerical Employee Level 4 (salary range \$74,170 p.a. - \$81,987 p.a.).
- Four weeks' annual leave is provided, with purchased leave options for additional leave.
- Salary packaging arrangements are available to staff of the Catholic Education Office, Diocese of Sale (CEOSale).

COMMENCEMENT DATE: Monday 23 October 2017, or by negotiation.

KEY SELECTION CRITERIA:

- Understanding and appreciation of the role of the Catholic School in the mission of the Catholic Church today
- Extensive experience with payroll/human resources functions
- Excellent knowledge of Microsoft Excel applications
- Excellent interpersonal and communication skills and ability to work effectively in a team environment.

CONDITIONS OF EMPLOYMENT:

- The appointment will be subject to a satisfactory National Police Record Check and Working with Children Check.
- Employment is conditional upon compliance with the CEOSale *Child Protection and Safety Policy* and *Child Safety Code of Conduct*, and any other policies or procedures relating to child safety.
- A current Victorian Driver's licence is required.

QUALIFICATIONS AND EXPERIENCE:

- A relevant qualification in Business, Human Resources or a related field would be an advantage, but is not essential.
- Extensive experience with payroll/human resources functions.
- Experience in a school environment would be an advantage, but is not essential.

DUTIES:

- Undertake fortnightly payroll processing for Diocesan primary schools that have requested this service
- Ensure external statutory compliance and compliance with the applicable Industrial Agreement for Diocesan primary schools on central payroll processing
- Provide service of and/or assist Diocesan primary schools with payroll related matters (e.g. Letters of Appointment, Online Staffing Records, Personnel Records, Salary Assessments, leave entitlements and recording, salary deductions, superannuation, year-end functions including Payment Summaries, PAYG reconciliations, Workcover)
- Assist with the implementation of processes and procedures for provision of central payroll processing
- Assist with implementing central payroll processing for Diocesan primary schools on an as-requested and staggered basis
- Assist with providing and/or facilitating professional learning to school staff in payroll and related matters
- Advise/liaise with and provide timely information to primary principals and school administrative staff on matters relating to payroll and related matters
- Advise/liaise with and provide timely information to the School Senior Payroll Officer, School Finance & Resources Manager, School Finance & Resources Team and other staff of CEOSale as required
- Participate in CEOSale reference groups as requested
- Other duties as directed by the School Finance & Resources Manager
- Other duties as requested by the Director of Catholic Education.