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.

LOCATION: The Catholic Education Office, Diocese of Sale is located at 6 Witton Street, Warragul. Occasional travel to schools within the diocese and the Catholic Education Office, Melbourne may be required at which time the CEOSale Motor Vehicle & Travel Policy will apply.

STAFF GROUP: Business Services

REPORTING TO: The appointee will be responsible to the Director of Catholic Education through the Assistant Director: Business Services.

TENURE: The appointment is full time and ongoing.

SALARY AND CONDITIONS:

- The salary offered is paid according to the rate set out in the *Victorian Catholic Education Multi Enterprise Agreement 2013* and is based upon qualifications and experience.
- Salary packaging arrangements are also available to staff of the Catholic Education Office.
- Four weeks annual leave is provided, with purchased leave options.

COMMENCEMENT DATE: April 2015 or by negotiation

KEY SELECTION CRITERIA:

The successful applicant will be required to demonstrate:

- 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
QUALIFICATIONS, SKILLS AND EXPERIENCE:

- Experience in a school environment and/or a relevant qualification in Business, Human Resources or a related field would be an advantage but is not essential
- Current Victorian Driver’s Licence essential

SPECIFIC RESPONSIBILITIES:

- Assist with the implementation of processes and procedures for provision of central payroll processing for Diocesan primary schools that have requested this service.
- Assist with implementing central payroll processing for Diocesan primary schools as requested.
- Undertake fortnightly payroll processing.
- Ensure external statutory compliance and compliance to 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 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 School Senior Payroll Officer, School Finance & Resources Manager, School Finance & Resources team and other staff of Catholic Education Office as required.
- Participate in Victorian Finance Consultant meetings.
- Participate in Catholic Education Office reference groups as requested.
- Other duties as requested by the Director of Catholic Education.