



POSITION TITLE	Finance Officer (Payroll Administration)
AWARD AND CLASSIFICATION	Wodonga City Council Enterprise Agreement 2021-2023 Band 5
DIRECTORATE	Finance and Systems
BUSINESS UNIT	Finance
REPORTS TO	Team Leader Management Accounting
SUPERVISES	Nil
EMPLOYMENT STATUS	Part Time
DATE	
EMPLOYEE NAME	

ORGANISATIONAL CONTEXT

Wodonga Council’s vision for the city is to be seen as a ‘progressive, well-planned city that is affordable, offers an abundance of opportunities and is led by strong, empathetic stewardship’. This vision will support us to realise our mission ‘to strengthen the community in all that we do’.

POSITION OBJECTIVES

This position will have shared responsibility within the Finance Team with particular focus on Payroll to ensure the effective, accurate and responsible administration on a day to day basis of payroll services for the whole of council.

ACCOUNTABILITY AND EXTENT OF AUTHORITY, INCLUDING DUTIES

Key Accountabilities and Extent of Authority

- Provide support to the Payroll Administrator to provide accurate, effective and efficient provision of payroll services for matters affecting council’s payroll administration, award conditions and superannuation;
- Provide support to the finance team as required;

our values

TRUST - RESPECT - INTEGRITY - LEARNING

our mission

WE WILL STRENGTHEN THE COMMUNITY IN ALL THAT WE DO

Duties

Payroll

Provide support to the Payroll Administrator to:

- Ensure the effective, accurate and responsible administration on a day to day basis of payroll services for the whole of council;
- Ensure all employee particulars pertaining to new commencements, terminations and any alteration to employee's personal particulars have been appropriately authorised and accurately recorded;
- Alter and maintain all employees' personal data information eg. classification, pay increments, change of address, allowances and deductions;
- Attend to all necessary payroll interface transfer programs, and ensure accuracy of information received;
- Process fortnightly payroll following procedures and guidelines for fortnightly processing;
- Complete EFT transfers;
- Prepare, reconcile and upload fortnightly STP file;
- Produce and distribute Pay Advices, including the use of the councils payroll systems Employee Self Service;
- Produce and process payroll deduction summaries;
- Securely file payroll documentation for Audit purposes;
- Ensure fortnightly taxation payments are paid by the prescribed time.
- Prepare, reconcile and upload monthly superannuation contribution return

Complete training and development sufficient to act in the role of Payroll Administrator in their absence.

Finance Team

Provide general support the finance team as requested by Manager Finance.

COUNCIL EMPLOYEE VALUES AND BEHAVIOURS

You are expected to demonstrate the values in your everyday work and your interactions with colleagues and the community.

Trust	Talk straight – Say what you mean and mean what you say
	Create transparency – Do not withhold information unnecessarily or inappropriately
	Right wrongs
	Practice accountability – Take responsibility for results without excuses
	Extend trust – Show a willingness to trust others, even when it involves a measure of risk
Respect	Treat other people with courtesy, politeness and kindness, no matter what their position or opinion
	Listen first – Seek to understand others before trying to diagnose, influence or prescribe

Integrity	Tell the truth in an appropriate and helpful manner that does not compromise the organisation's objectives and values
	Keep confidences
	Do what you say you will do to the best of your ability
	Be open about mistakes
	Speak of those that are absent only in a positive way

Learning	Work together and learn from each other
	Continuously improve and innovate
	Be open to change
	There is a high degree of responsibility for results – delivery without excuses

CAPABILITIES AND BEHAVIOURS

Demonstrate competency in each of the 7 capabilities of an Officer, according to the People and Performance Framework in Attachment 1, and practice the corresponding behaviours indicated for each capability.

JUDGEMENT AND DECISION-MAKING SKILLS

- Be organised and prioritise daily and weekly activities.
- Determine appropriate action, perform tasks according to established practices and procedures and escalate issues appropriately.
- Ability to use judgement to make decisions on specialized work using methods, procedures and processes developed from theory or precedent, and improve and develop methods and techniques. Resolve problems by using judgement to apply developed techniques to new situations.

SPECIALIST KNOWLEDGE AND SKILLS

- An understanding of the relevant Awards and regulations namely:
 - Wodonga Council Enterprise Agreement 2021-2023
 - Local Government Early Education Employees Agreement 2020
 - Superannuation Industry Act 1993
 - Local Government Long Service Leave Regulations 2021 and other relevant legislation.
 - Aurion Payroll / HR system and associated Employee Self Service Intranet applications.
- Up to date knowledge of payroll legislation and ATO reporting requirements relating to the council payroll function.
- Well-developed analysis and problem solving skills.
- Ability to work as a member of a team to meet organisational requirements.

MANAGEMENT SKILLS

- Good time management and the ability to prioritise tasks.

- Meet deadlines, as discussed with the supervisor.
- Receive and follow directions from a supervisor and seek workload management support when required.
- Be honest and transparent in all dealings, and report suspected fraud or corruption.
- Understand risk and consider it when performing work
- Take care of own safety and wellbeing and that of other staff, and follow OHS procedures.
- Report hazards, risks and behaviours that may not comply with organisational or legislative requirements.
- Manage own time effectively, and work to deadlines.
- Maintain personal hygiene and meet dress standards set for the position, including to wear any uniform and use any personal protective equipment prescribed for the position and particular work duties.
- Ability to manage own time, set priorities and plan and organize one's own work to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures; and
- Ability to assist other employees by providing guidance, advice and training on routine technical, procedural or administrative matters.

INTERPERSONAL SKILLS

- Work cooperatively as part of a team.
- Maintain confidentiality as required.
- Document work according to established practices.
- Communicate effectively with other employees and external stakeholders.
- Gain cooperation and assistance from others (including other employees).
- Advanced verbal communication skills to communicate with clients, members of the public, and other employees, and enable the resolution of moderately complex problems;
- Developed written communication skills to communicate with clients, members of the public, and other employees, and enable the writing of reports in field of expertise and the preparation of external correspondence;
- Ability to gain cooperation and assistance from clients, the public and other employees in the administration of well defined activities; and
- Ability to liaise with counterparts in other organizations to discuss specialist matters, and with other employees outside work unit to resolve intra-organisational problems.

INFORMATION TECHNOLOGY SKILLS

Be computer literate and have the ability to quickly learn and adopt software programs used by the organization relevant to the position.

CUSTOMER SERVICE SKILLS

Meet customer service expectations to:

- Be honest, ethical and professional.
- Be helpful and courteous.
- Listen with respect and understand the customer's issues.
- Meet commitments made.
- Keep the customer informed.

- Ensure that the customer understands what is being said.
- Apologise if a mistake is made and attempt to make it right.
- Assist customers with physical, sensory or intellectual disabilities, to achieve equitable access to council services.

EMERGENCY MANAGEMENT DUTIES

As and when required, assist in dealing with any emergency situation which affects the operation of the council and/or wellbeing of the community.

QUALIFICATIONS AND EXPERIENCE

- Experience in interpreting Industrial Awards, enterprise agreements and relevant legislation
- Experience in the use of computer based payroll systems and associated financial accounting systems
- Experience in human resource practices/administration
- Experience in the management of a large payroll service
- Previous experience in the finance discipline including general finance, accounts payable, accounts receivable, and the collection of monies.
- Advanced and current experience in the use of spreadsheets, word processing & databases.

LICENCES AND MANDATORY REQUIREMENTS

- Current Drivers Licence
- National Police Check (required to be supplied by the employee or prospective employee prior to commencement)

EQUAL OPPORTUNITY EMPLOYER

Wodonga Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all, regardless of age, sex, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other protected attribute. We recognise our proactive duty to ensure compliance with equal opportunity and to eliminate all forms of discrimination.

INHERENT REQUIREMENTS OF THE JOB

For details of the inherent requirements of the job, please see Attachment 2.

COGNITIVE JOB DEMANDS

The position is required to operate at the Officer level and will be required to demonstrate the personal competencies and behaviours detailed in the People and Performance Framework attached. The cognitive demands of the role include:

- Having difficult or uncomfortable conversations.
- Meet performance expectations.
- Working in a professional capacity within the work environment.
- Being willing and able to adapt to change.

- Demonstrating resilience under pressure, and in changing and challenging circumstances.

Staff member signature

People and performance framework

CUSTOMER SERVICE AND COMMUNICATION  Understanding and valuing our customer needs to make sure we provide quality customer service.		BUILD AND ENHANCE RELATIONSHIPS  Collaborating and working with our people and community.		PLAN, ORGANISE AND DELIVER  Performing work to the best of our ability to deliver successful outcomes for our people and community.	
FUTURE FOCUS  Identifying ways we can do better and anticipating future opportunities.		PEOPLE DEVELOPMENT  Looking after the personal and professional growth of our people.		MANAGE HEALTH AND WELLBEING  Recognising the importance of staff health and wellbeing.	
		SAFETY AND RISK MANAGEMENT  Prioritising safe and ethical behaviour and decision-making in everything we do.			

Customer Service and Communication

Demonstrates commitment to a high standard of service to customers and the community.	<ul style="list-style-type: none"> • Is helpful, shows respect, courtesy and fairness with staff and customers • Demonstrates empathy and a willingness to assist • Communicates information clearly • Listens and asks questions to understand customer needs and point of view • Proactively seeks solutions and keeps customers informed of progress • Operates within council procedures and policies • Writes in a way that is logical and easy to follow
---	---

Build and Enhance Relationships

Works co-operatively and effectively with others.	<ul style="list-style-type: none"> • Demonstrates clear, open and honest communication • Works constructively to resolve conflict • Shows enthusiasm to help others • Listens and respects the value of different views, ideas and ways of working • Builds and sustains positive relationships with staff and customers • Actively participates in team and other activities • Keeps others informed and seeks clarification when required
---	--

Plan, Organise, Deliver

Organises and prioritises own work to meet work commitments.	<ul style="list-style-type: none"> • Demonstrates effective use of time and resources to meet expectations and achieve outcomes • Understands what is required of the role and how this contributes to team priorities • Keeps appropriate people informed on progress of tasks and projects • Seeks information when required, demonstrates initiative • Undertakes to complete all tasks with a positive, can-do attitude
--	--

Future Focus	
--------------	--

<p>Looks for improvements and is adaptable to change.</p>	<ul style="list-style-type: none"> Understands council vision and purpose and how their role fits in Is willing to adapt to changing processes, systems, technology and environments Looks for improvements and better ways of doing things Seeks support and clarification when required
---	---

People Development	
--------------------	--

<p>Welcomes opportunities for learning and self-development.</p>	<ul style="list-style-type: none"> Displays council values Reflects upon own performance Seeks and acts upon feedback Sets goals for personal and professional development Finds ways to learn and improve in the completion of day-to-day tasks Takes responsibility for own work and meeting job requirements
--	---

Manage Health and Wellbeing	
-----------------------------	--

<p>Takes responsibility for self-care and managing work-life balance.</p>	<ul style="list-style-type: none"> Demonstrates effective time management and prioritising of tasks Is aware of, controls and expresses their own emotions appropriately Recognises when support is needed Accepts responsibility for their own actions and outcomes Is aware of the importance of self-care
---	---

Safety and Risk Management	
----------------------------	--

<p>Takes responsibility for personal actions and reports safety and compliance concerns.</p>	<ul style="list-style-type: none"> Remains vigilant in ensuring a safe working environment for self and others Is aware of risk and takes action to prevent problems Reports hazards, incidents (including near misses) and compliance concerns in a timely way Understands the importance of honesty and transparency Avoids and discloses conflicts of interest and guards against the misuse of council resources and assets Complies with policies and procedures
--	---

ATTACHMENT 2

FREQUENCY	% OF WORK DAY / TASK
Rare (R)	0-5%
Occasional (O)	6-33%
Frequent (F)	34-66%
Constant (C)	67-100%

INHERENT REQUIREMENTS OF THE JOB

Wodonga Council will provide reasonable adjustments to assist a person with a disability to perform these inherent requirements of the job.

TASK	DESCRIPTION	INHERENT REQUIREMENTS	DEMAND	FREQUENCY			
				R	O	F	C
Payroll Administrator	Responsible for payroll services for Council, and provision of training and support to Council in Aurion payroll applications including Employee Self Serve.	<ul style="list-style-type: none"> Extended periods of sitting, up to 2 hours at a time Intermittent walking/standing throughout the day Occasional lifting and carrying up to 5kg at waist level eg: laptop, paper Occasional kneeling/squatting eg: low level filing Occasional reaching for filing tasks between knee and shoulder height Workstation set up Advanced written and verbal skills Use of computer and relevant IT systems Complex problem solving Time management skills 	Sitting				X
			Standing		X		
			Walking		X		
			Lifting		X		
			Carrying		X		
			Pushing	X			
			Pulling	X			
			Climbing	X			
			Bending		X		
			Twisting	X			
			Squatting		X		
			Kneeling		X		
			Reaching		X		
			Fine motor				X
			Neck postures		X		
			Accepting instructions		X		
			Providing instructions			X	
			Sustained concentration				X
			Major decision making				X
			Complex problem solving				X
Supervision of others		X					
Interaction with others			X				
Exposure to confrontation		X					
Respond to change		X					
Prioritisation				X			

