



POSITION TITLE	Payroll and Taxation Accountant
AWARD AND CLASSIFICATION	Wodonga City Council Enterprise Agreement 2021 to 2023 Band 7
DIRECTORATE	Corporate and Community
BUSINESS UNIT	Finance
REPORTS TO	Team Leader Management Accounting and Payroll
SUPERVISES	Not applicable
EMPLOYMENT STATUS	Full 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

As the Payroll and Taxation Accountant, in conjunction with others, you are responsible for ensuring the accurate, efficient, and timely payment of payroll each fortnight for hundreds of employees and for the preparation and lodgment of the monthly Interim Activity Statements, quarterly Business Activity Statements, and annual Fringe Benefit Tax Return to the Australian Taxation Office.

ACCOUNTABILITY AND EXTENT OF AUTHORITY, INCLUDING DUTIES

In conjunction with others, you are responsible and accountable for the following:

Payroll, including Superannuation and Workcover

- Effective management of the Payroll Module within the Human Resource Information System. For example, classification and pay increments.
- Accurate interpretation and application of the relevant Award(s), Enterprise Agreement(s), and other industrial laws.
- Accurate, efficient, and timely calculation, processing, and payment of payroll each fortnight and, where required, out of cycle/sequence for involuntary termination payments.
- Preparation and distribution/lodgment of payroll related reports to internal and external stakeholders, including data analysis and drafting commentary for decision makers. For example, the Single Touch Payroll reporting for the Australian Taxation Office, labor statistics reporting for the Australian Bureau of Statistics and ratable remuneration for the Workers' Compensation Insurer.
- Prepare and process payroll related disbursements per legislative requirements. For example, the Superannuation Guarantee and transfer of long service leave entitlements between Victorian Councils.
- Prepare complex accounting and finance worksheets and reconciling balance sheet ledger accounts related to the payroll. For example, current and non-current leave liabilities and superannuation payable.
- Provision of payroll related advice to the Manager Finance, Team Leader Management Accounting, Team Leader Financial Accounting, and other stakeholders.

Taxation

- Prepare complex accounting and finance worksheets and reconciling balance sheet ledger accounts related to taxation. For example, current and non-current taxation liabilities.
- Preparation and lodgment of the monthly Interim Activity Statements, quarterly Business Activity Statements, and annual Fringe Benefit Tax Return to the Australian Taxation Office.
- Facilitate payment of taxation obligations to the Australian Taxation Office on or before the due date.
- Provision of fringe benefits taxation advice to the Manager Finance, Team Leader Management Accounting, Team Leader Financial Accounting, and other stakeholders.

External Financial Audit

- Participating in interim and year-end external financial audits by the Victorian Auditor General's Office, providing all necessary assistance and documents as required.

Training

- Enhance and develop the capability of the Payroll Officer.
- Provide training to employees on the Payroll Module within the Human Resource Information System. For example, training on how to access a pay slip.

Other duties

- Improve payroll and taxation policies, business processes and systems, having identified and considered a range of options.
- Perform other accounting and finance duties as required.

OUR VALUES

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

For details of personal and leadership competencies relating your role, please see Attachment 1.

JUDGEMENT AND DECISION-MAKING SKILLS

Ability to use judgement to make decisions on the selection of the best method, technology, process or equipment from a range of available alternatives to meet the objectives of the work, and resolve problems of a complex or technical nature that may not have been faced previously, requiring creativity and originality. Guidance may not always be available internally.

SPECIALIST KNOWLEDGE AND SKILLS

You will possess specialist skills in the following areas:

Payroll and Taxation

- Advanced knowledge and expertise in payroll and taxation, including accurate interpretation and application of complex legislation, regulation, and other relevant documentation such as Enterprise Agreements.
- Advanced skills in preparing complex accounting and finance worksheets and reconciling balance sheet ledger accounts related to payroll and taxation.
- Policy and procedure development and review, utilising analytical and investigative skills

Communication

- Excellent verbal and written communication skills, with the ability to articulate complex financial concepts to non-financial stakeholders.
- Strong interpersonal skills to build and maintain effective relationships with internal and external business partners.
- Demonstrated ability to translate financial data into meaningful insights for decision-making and strategic planning.
- Experience in presenting financial information to senior management and key stakeholders in a clear and concise manner.
- Skilled in advocacy and influencing outcomes through effective communication and persuasion.

MANAGEMENT SKILLS

You will possess the capability to effectively manage your time, prioritize tasks, and meticulously organize your workload to ensure the successful execution of the role's responsibilities and meeting objectives, despite conflicting priorities. Moreover, the management skills crucial for this position encompass:

- Adaptability: Demonstrating flexibility in responding promptly and professionally to inquiries and work requests, while adeptly adjusting to shifting priorities or unforeseen circumstances.
- Confidentiality Maintenance: Upholding the highest standards of discretion and confidentiality in handling sensitive information, ensuring that all data and communications are safeguarded with integrity and professionalism.

These skills are essential for maintaining efficiency, professionalism, and trustworthiness in fulfilling the requirements of the role.

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;
- Advanced 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 defined activities; and
- Ability to liaise with counterparts in other organizations to discuss and resolve specialist matters, and with other employees on other functions across council to resolve intra-organisational problems.

INFORMATION TECHNOLOGY SKILLS

You are expected to have the following information technology skills:

- Proficiency in Financial Software: Advanced proficiency in utilizing financial software and tools (For example, Aurion).
- Spreadsheet Mastery: Expertise in using spreadsheet software (For example, Microsoft Excel) for financial modeling, data analysis, and reporting.
- Database Management: Familiarity with database management systems for organizing and retrieving financial data efficiently.
- Communication Platforms: Familiarity with communication platforms (For example, Microsoft Teams) to facilitate collaboration and communication with cross-functional teams and stakeholders.
- Presentation Software: Proficiency in presentation software (For example, Microsoft PowerPoint) to create clear and concise presentations of financial information for senior management and key stakeholders.
- Cybersecurity Awareness: Awareness of cybersecurity principles and best practices to ensure the security and integrity of financial data and IT systems.
- Continuous Learning: Willingness to stay updated with emerging technologies and IT trends relevant to finance and accounting.

These IT skills will complement your proficiency in accounting and finance and specialist skills, enabling you to fulfill the responsibilities of the Payroll and Taxation Administrator role effectively.

CUSTOMER CARE

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

- Tertiary qualifications in accounting and/or financial management or equivalent. For example, Bachelor of Business with a major in accounting and/or finance.
- Membership or significant progress towards membership of a recognized professional body. For example, Chartered Accountant (CA) or Certified Practising Accountant (CPA) or equivalent.
- Registered Business Activity Statement Agent or equivalent
- Minimum of three years' experience in administering payroll in an organisation with 100+ employees.
- Minimum of three years' experience in preparing Interim Activity Statements, Business Activity Statements, and Fringe Benefit Tax Returns.

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.

KEY SELECTION CRITERIA

1. Leadership and Management: Capability to supervise and mentor others.
2. Payroll: Minimum of three years' experience in administering payroll in an organisation with 100+ employees.
3. Taxation: Minimum of three years' experience in preparing Interim Activity Statements, Business Activity Statements, and Fringe Benefit Tax Returns.
4. Exceptional Communication Skills: Outstanding verbal and written communication abilities, enabling effective articulation of complex financial concepts to non-financial stakeholders. Capable of distilling intricate financial information into clear and concise messages tailored to diverse audiences.
5. Strong Interpersonal Abilities: Proven track record of fostering and maintaining productive relationships with internal and external business partners. Skillful in interpersonal communication, facilitating collaboration, and driving mutually beneficial outcomes.

Staff member signature

People and performance framework

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

Customer Service and Communication	
<p>Demonstrates commitment to a high standard of service to customers and the community.</p>	<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	
<p>Works co-operatively and effectively with others.</p>	<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	
<p>Organises and prioritises own work to meet work commitments.</p>	<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	
Looks for improvements and is adaptable to change.	<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	
Welcomes opportunities for learning and self-development.	<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	
Takes responsibility for self-care and managing work-life balance.	<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	
Takes responsibility for personal actions and reports safety and compliance concerns.	<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			