

# JOB DESCRIPTION

## TELETHON KIDS INSTITUTE



<b>Why is this Job Description being written?</b>		<input type="checkbox"/> New Position <input checked="" type="checkbox"/> Replacement Position <input type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described		
<b>POSITION DETAILS:</b>	<b>Position Title:</b>	<b>PAYROLL COORDINATOR</b>		
<b>Division:</b>	Admin and Corporate Services	<b>Department:</b>	People & Culture	
<b>Position reports to:</b> (role)	Payroll Business Partner			
<b>Location:</b> <i>include all possible locations</i>	100 Roberts Road Subiaco / North Entrance, Perth Children's Hospital 15 Hospital Avenue Nedlands			
<b>POSITION PURPOSE:</b> In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, <b>what</b> this role does and <b>why</b>				
<p>The Payroll Coordinator is responsible for conducting the end to end fortnightly payroll process.</p>				
<b>KEY RESPONSIBILITY AREAS</b> <i>(Please list in order of importance)</i>				
<b>Key Position Accountabilities</b> What are the main areas for which the position is accountable	<b>% of Total Role</b>	<b>Inputs:</b> What are the key activities or tasks to be carried out?	<b>Outputs:</b> What are the expected end results?	<b>Measures:</b> How it is measured

<p><b>Payroll</b></p>	<p>65%</p>	<ul style="list-style-type: none"> <li>• Management of end to end fortnightly payroll processing.</li> <li>• Processes timesheets and forms and maintains salary variations on a fortnightly basis including all allowances, commencements, terminations, leave and other relevant information on the computerised database in current and accurate form.</li> <li>• Maintain employment records in the system such as position movements, qualifications, police clearance checks and contract expiry dates.</li> <li>• Balances and reconciles fortnightly payroll output, including generation of documentation to Finance.</li> <li>• Interprets and advises on payroll related acts, awards, policies and procedures.</li> <li>• Attends to personnel and payroll enquires as necessary.</li> <li>• Prepares reports and correspondence and undertakes other administrative tasks, related to the full range of day-to-day and cyclical personnel/payroll functions.</li> <li>• Reviews employees entitlements (e.g. leave credits and accruals) ensuring that the information is correct on the system through a systematic audit process.</li> <li>• Running the end of FBT and financial year processes</li> <li>• Month end process</li> <li>• Preparation of manual long service leave calculations and other calculations as requested</li> </ul>	<ul style="list-style-type: none"> <li>• The end to end payroll process will be achieved in an organised, accurate and flexible manner.</li> <li>• Timely and accurate advice will be provided to employees.</li> <li>• Accurate and easy to understand leave audits will be produced.</li> <li>• Obligations surrounding the storage of Personnel information will be met.</li> <li>• There will be a clear understanding of the role and responsibility of the payroll function and the role and responsibility of the employee.</li> </ul>	<ul style="list-style-type: none"> <li>• The fortnightly payroll process is administered resulting in the correct payment of all Institute employees.</li> <li>• Information will be received by Finance on time and to the required standard.</li> <li>• Timely response to all queries will be provided.</li> <li>• There will be a regular program of leave audits.</li> <li>• Accuracy and reliability of information produced. Where inaccurate information is found a process to cleanse the data will be planned and initiated.</li> <li>• Positive feedback from employees and other business areas.</li> </ul>
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<b>Superannuation and Salary Packaging</b>	15%	<ul style="list-style-type: none"> <li>• A good working relationship is established with Superannuation and Salary Packaging providers.</li> <li>• Information is generated and uploaded in line with legislative obligations.</li> <li>• Changes and errors are amended and resolved in a timely manner.</li> </ul>	<ul style="list-style-type: none"> <li>• Payments will be uploaded in accordance with legislative obligations.</li> <li>• Information will be provided to external parties in a timely manner.</li> </ul>	<ul style="list-style-type: none"> <li>• Payments will be uploaded on time and in the required format.</li> <li>• Changes and errors will be resolved as soon as possible</li> </ul>
<b>Systems Administration and Improvement</b>	20%	<ul style="list-style-type: none"> <li>• Undertakes the production of the fortnightly payroll, performing consolidations, balances and dispersals.</li> <li>• Undertakes research, investigation and resolves issues identified through exception reports and payroll certification enquiries.</li> <li>• Carries out testing for all system upgrades</li> <li>• Identifies through feedback, research and analysis, opportunities to improve and streamline processes to meet business requirements that require technical or system solutions.</li> <li>• Analyses data to identify areas of risk and trends designed to improve the management of the Institutes data</li> </ul>	<ul style="list-style-type: none"> <li>• There should be ongoing review and consideration given to improving system process.</li> <li>• The system will have accurate and reliable information.</li> </ul>	<ul style="list-style-type: none"> <li>• Regular payroll will be completed on time and to a high standard.</li> <li>• There will be ongoing system improvements and data cleansing.</li> </ul>

### ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

<p><b>Qualifications:</b> what are the minimum educational, technical or professional qualifications required to competently perform role</p>	<ul style="list-style-type: none"> <li>• Year 12 or equivalent</li> <li>• Extensive payroll experience in a comparable role with a minimum 3 years of experience</li> </ul>
<p><b>Skills, Knowledge &amp; Experience:</b></p>	<ul style="list-style-type: none"> <li>• Excellent people skills</li> <li>• Excellent attention to detail</li> <li>• Accurate data entry skills</li> <li>• Experience in Excel and the use of major software packages</li> <li>• Excellent time management &amp; organisational skills</li> <li>• Self-motivated</li> <li>• Ability to work autonomously and as a Team Player</li> <li>• Knowledge of superannuation, ATO and Fairwork legislations</li> </ul>

### DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

<p><b>Qualifications:</b> what are the minimum educational, technical or professional qualifications required to competently perform role</p>	
<p><b>Skills, Knowledge &amp; Experience:</b></p>	<ul style="list-style-type: none"> <li>• Empower experience highly desirable</li> <li>• Previous experience with salary packaging</li> <li>• Interpretation of industrial Instruments is highly regarded.</li> </ul>

### SCOPE:

<p><b>Financial accountability:</b> Does this role have accountability for a budget?</p>			
<p>No</p>			
<p><b>People responsibility:</b> Does this role have any direct reports or indirect reports (through direct reports)?</p>			
<p>No. of direct reports</p>	<p>0</p>	<p>No. of indirect reports</p>	<p>None</p>

**ORGANISATIONAL CHART:** (please complete using position titles or insert diagram below)

Next level of supervision

Manager, On-boarding & Recruitment

Immediate level of supervision

Payroll Business Partner

Other roles reporting to immediate supervisor

Payroll Coordinator

Payroll Coordinator

**ADDITIONAL INFORMATION:** is there any additional information that needs to be understood to explain this role?