



Payroll Officer

**Full-time ongoing position
Commencing December 2017
Closing date for applications: 3 November 2017**

Position Description

Position objectives:

The Payroll Officer will be responsible for the production of the College fortnightly payroll.

The successful applicant will be an active member of the Finance & Administration team who enjoys working in a busy, friendly environment.

Organisational relationships:

This position is accountable to the Principal through the Business Manager. Internal liaisons of this position are all College staff as required, and Finance and Administration staff on a more regular basis.

Key Responsibilities

Responsibilities will include, but not be limited to:

- Collating and processing all changes for the fortnightly payroll
- Processing fortnightly payroll for about 350 staff
- Filing of payroll paperwork
- Updating payroll software with all leave taken
- Issuing Payment Summaries after entering FBT details to employee profiles
- Calculating staff termination payments, leave loading and end of year annual leave adjustments etc.
- Setting up, maintaining and closing off employees on the database
- Maintaining staff internal initials register
- Updating music tuition employee details each term
- Processing TFN declarations online
- Handling payroll queries in a timely and professional manner
- Supporting the financial management and administrative functions of the organisation

The successful applicant will have:

- Proven experience in a similar Payroll position
- High level of interpersonal and time management skills
- The ability to multi task and process payroll within specified timeframes
- High attention to detail
- Excellent computer literacy skills
- Previous experience using accounting packages. Knowledge of SAS2000 Software would be an advantage
- A current Working with Children Check card

Relevant skills, knowledge and experience

Significant previous experience as a payroll officer is essential. Experience in an independent school setting will be highly regarded.

Performance Management

In relation to setting goals, managing performance and accountability, the Business Manager together with the Payroll Officer will establish key performance indicators (KPIs) for the role. The incumbent's performance against KPIs, which will be based on the key responsibilities and key qualities and skills associated with the position, will be reviewed at least annually.

Conditions of employment

All Education Support Staff will hold a current Working with Children (WWC) Card.

It is expected that all staff will support the Christian ethos of an Anglican school.

Overnewton College is an equal opportunity employer and enforces non-discrimination and safe working policies. All staff must be aware of and able to work within Occupational Health and Safety and Equal Employment Opportunity Legislation. The College's campuses are smoke free.

Overnewton College has a zero tolerance for child abuse and is committed to providing child safety, children's wellbeing and protecting children from abuse. Ministerial order 870 requires Overnewton College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to, Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment. All staff must comply with Overnewton College's Child Safe policies and related policies and procedures and taking all reasonable steps to promote the safety of children.

Education Support Staff work 37.5 hours per week. Working hours will be determined by the Business Manager. Some flexibility in working hours will be required from time to time; this will be discussed with applicants at interview.

The Payroll Officer will be entitled to 6 weeks annual leave, to be taken during school holidays including College shut-down periods in December/January and July.

The Selection Process

A preliminary short list of applicants will be prepared and first-round interviews conducted by a panel which will include the Business Manager and the Head of Human Resources. Final appointments are made by the Principal or delegate. Details of employment conditions can be discussed with the Principal or delegate at final interview.

How to Apply

All applicants are required to complete the appropriate application form.

- Email applications send to Mrs Andrea Turner, Human Resources Assistant humanresources@overnewton.vic.edu.au
- Applications will be acknowledged by email. If acknowledgement of your application has not been received after two working days, please contact the Human Resources Assistant, Andrea Turner (Phone: 9334 0035).
- In the first instance, further enquiries about this position should be directed to Human Resources Assistant, Andrea Turner (Phone: 9334 0035).

Information about Overnewton College

Our Vision: *A community of Learners Embracing the Future*

Our Mission: *Overnewton Anglican Community College strives to be an inclusive learning environment with a strong Christian foundation. We value a respectful environment where students, staff and families, working together, aspire to excellence. Broad educational opportunities prepare students to serve as empowered, thoughtful, community-minded citizens.*

Our Values: Overnewton's Christian foundation binds and informs our values. All members of the community are encouraged to grow spiritually and explore their faith.

COMMUNITY: We are proud to belong to the Overnewton community, doing our best to contribute positively, within and beyond it. The Overnewton community includes students, staff and families, both past and present. The educational and ethical standards that are promoted have a profound effect in the wider community.

LEARNING: We are all lifelong learners, helping each other in our journey towards greater knowledge, understanding and wisdom.

RESPECT: We respect ourselves, our environment and the people who are part of our past and our present. We acknowledge the right of everyone to equality of opportunity and forgiveness for mistakes.

EXCELLENCE: We strive to excel in our learning, our work, our relationships and our play, making the most of every opportunity we are given.

Information about Overnewton College is available on the College website: www.overnewton.vic.edu.au.