



Payroll Administrator

Full-time ongoing position reporting to the Business Manager
 Yirramboi Campus, Keilor

ABOUT OVERNEWTON COLLEGE

Overnewton Anglican Community College is a co-educational Preparatory to Year 12 College catering for approximately 2,000 students across two campuses, Canowindra located in Taylors Lakes and Yirramboi in Keilor. Overnewton Anglican Community College strives to be an inclusive learning community, providing a respectful environment where students aspire to excellence in a broad range of curricular and co-curricular opportunities. We value our Christian foundation, and the importance of parents as active members of our College family as we work together, endeavoring to prepare each of our students to be mentally, physically and spiritually ready for life.

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

All staff participate in the full life of Overnewton College, including being supportive of our Christian ethos and contributing to the breadth and depth of our student and staff programs. Joining Overnewton College means being part of an inspiring, caring and professional community, innately believing that students are at the centre of our decisions.

Position Description			
Position Title	Payroll Administrator		
Campus	Yirramboi		
Position Type	<table border="1"> <tr> <td>Time Fraction: Full-time Conditions: 6 weeks annual leave</td> <td>Tenure: Ongoing Commencement Date: Will be discussed at interview</td> </tr> </table>	Time Fraction: Full-time Conditions: 6 weeks annual leave	Tenure: Ongoing Commencement Date: Will be discussed at interview
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Reports To	This position reports to the Business Manager through the Deputy Business Manager.		
Position Summary	<p>The successful applicant will provide outstanding support to both the Business Manager and the Deputy Business Manager with the day to day functions of the Finance department.</p> <p>The Payroll Administrator will have a working understanding of all key responsibilities of the role.</p>		
Role Management and Review	The incumbent will establish work performance goals with the Business Manager within the first school term of appointment to the position. The incumbent's performance against these goals will be based on the key responsibilities, qualities and skills associated with the position. Goals will be reviewed annually, at a minimum.		

Key Responsibilities	<p>Duties include but are not limited to:</p> <ul style="list-style-type: none"> • Onboarding new staff • Fortnightly Pay run generation - all tasks including: <ul style="list-style-type: none"> ➢ Permanent and Contract Staff ➢ Casual Relief Teachers ➢ Private Music Teachers ➢ Extra Hours, Camp Allowance, etc ➢ Pre-Service Teacher mentor payments from Universities ➢ Workcover including correspondence from Xchanging ➢ Paid Parental Leave including correspondence from Centrelink ➢ Changes to Positions of Responsibility, Full Time Equivalent, etc ➢ Salary Packaging including file download and upload via portal ➢ Superannuation including file upload via portal ➢ Termination and Redundancy calculations ➢ File upload to Bank: Salaries, Salary Packaging and PAYG Tax ➢ Variations analysis • Update leave transactions from letters, forms, shared excel file, etc • Monitor Salaries and FTE - actual to budget • Pro-Rata Annual Leave and Annual Leave Loading calculations • Calculations for Principal and Head of Human Resources as required • File Submission: <ul style="list-style-type: none"> ➢ Single Touch Payroll - fortnightly ➢ Superannuation - monthly • EOFY: all tasks needed to lodge Tax Ready Payment Summary file with ATO • Other tasks as requested by the Business Manager and Deputy Business Manager
Key Qualities	<ul style="list-style-type: none"> • Experience in an education setting desirable • Experience with MicroPay or Pay3K would be an advantage • Strong ability to prioritise, remain focused under pressure and adapt to change • High attention to accuracy and detail • Demonstrated ability to maintain confidentiality in all aspects of student, staff, family and College information • Strong analytic skills • Excellent organisational and time management skills • Capacity to work autonomously, flexibly and with discretion • Demonstrated capacity to be a positive and collaborative team member
Relevant Skills, Knowledge and Experiences	<ul style="list-style-type: none"> • Previous experience in a comparable role • A sound knowledge of the College or experience in an independent school setting will be highly regarded
Qualifications	<ul style="list-style-type: none"> • Minimum 2 years' experience in an organisation with a payroll of 200+ employees
Conditions of Employment	<ul style="list-style-type: none"> • All teachers will hold current registration with the Victorian Institute of Teaching (VIT). • All education support staff will have a current Working with Children's Card (Employee). • All staff will be required to submit to the College evidence in accordance with the Overnewton College COVID-19 Vaccination Policy.

	<ul style="list-style-type: none"> • 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 well-being 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.
<p>Application Process</p>	<p>Written applications should be emailed to humanresources@overnewton.vic.edu.au and should include:</p> <ul style="list-style-type: none"> • a brief cover letter of no more than one page • a candidate statement addressing experience relevant to the key responsibilities • the contact details of three referees, one of whom should be your current line manager. Note that referees will not be contacted without your prior consent. <p>Applications will be acknowledged by email. If acknowledgement of your application has not been received after two working days, please contact Natalie Dedman (9334 0115)</p> <p>In the first instance, further enquiries about this position should be directed to the Head of Human Resources, Di Nunan (9334 0147)</p>
<p>Selection Process</p>	<p>A preliminary short list of applicants will be prepared and first-round interviews conducted by a panel. Final appointments are made by the Principal or delegate. Details of employment conditions can be discussed with the Principal or delegate at final interview.</p>

CLOSING DATE FOR APPLICATIONS: Monday, 16 January, 2023

Overnewton Anglican Community College	
Vision	A community of Learners Embracing the Future
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.
Values	<p>Overnewton's Christian foundation binds and informs our values. All members of the community are encouraged to grow spiritually and explore their faith.</p> <p>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.</p> <p>LEARNING: We are all lifelong learners, helping each other in our journey towards greater knowledge, understanding and wisdom.</p> <p>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.</p> <p>EXCELLENCE: We strive to excel in our learning, our work, our relationships and our play, making the most of every opportunity we are given.</p>
Website	Information about Overnewton College is available on the College website: www.overnewton.vic.edu.au .