

## Position Description: **Payroll Officer**

RFCS Gippsland provides free, confidential and independent planning and support services to farming and small rural businesses that may be experiencing financial difficulties.

RFCS Gippsland's primary objective is to assist clients to implement improvement plans for financial performance of their business as well as their personal wellbeing.

The position of Payroll Officer is responsible for the timely, accurate and relevant processing and recording of payroll for 15-20 staff on a fortnightly basis.

The Payroll Officer also provides support to the Finance Manager in payroll admin related matters.

The position is offered as a 0.4 FTE (2 days per week) position and is based in our head office in Leongatha.

### **If you join our team, you will have:**

**Personal effectiveness** | Demonstrated ability to manage and adjust work to achieve goals; accept responsibility for mistakes and learn from them; always displaying respect and courtesy to others.

**Team effectiveness** | Collaborative approach for information, learning and effort; understanding and appreciation of diversity in the workplace, capability to work with others to reach common goals; support and building positive and constructive relationships; communicate clearly and concisely ensuring messages are understood; ability to express ideas clearly, listen effectively and provide feedback constructively.

**Organisational effectiveness** | Understanding of how an individual's role and work contributes to achieving organisational goals; ability to think ahead and plan accordingly.

### **Our Values:**

	<b>Demonstrated behaviour</b>
RESPECT	We show respect by treating everyone with dignity; expressing genuine care and concern for others; and having an appreciation that all people and circumstances are different.
INTEGRITY	We treat everyone with honesty and fairness in a professional and engaging manner; we take responsibility for our actions.
TRUST	We build trust by being open, honest, respectful and reliable with each other and with our clients.
ACHIEVEMENT	We are an inclusive organisation recognising the contributions and achievements of everyone involved in our organisation's success.
COMMUNICATION	We value the opinion of others and commit to fostering a culture of open and honest communication and transparent and fair decision making.

### **Responsibilities of the Role:**

- Timely and accurate end-to-end processing of payroll including verification of employee timesheets in Employment Hero and resolving discrepancies with employees, recording payroll data using Reckon Accounting Software, reconciling payroll file to Trial Balance.
- Creating bank payments from payroll records.
- Responding to staff payroll related queries.
- Collecting, calculating, and entering data in order to maintain and update master payroll information including Reckon, online banking facility and ATO superannuation clearing house.
- Compiling end of year payroll summaries and completing STP reporting requirements.
- Maintaining payroll operations by following policies and procedures
- General administration duties as directed.

**Personal skills:** Strong attention to detail; professional and discrete; understanding and appreciation of privacy laws; demonstrated ability to be organised, prioritise work and manage time effectively; good communication; pro-active; self-motivated and responsible.

### **Training, Skills & Experience:**

- Recent experience as a Payroll Officer in a similar environment. (Minimum 3 years-experience.)
- Experience in using online timesheet and HR systems.
- Experience using Reckon Hosted Accounting software, or similar systems.
- Working knowledge of National Employment Standards.
- Strong problem-solving skills.
- Ability to professionally manage confidential information.
- Demonstrated high level of self-motivation and personal management skills, including effective time management, ability to work autonomously.
- Strong organisational skills with the ability to work under pressure.
- Proficient in Microsoft Office and SharePoint with intermediate skills in Excel.
- Certificate IV in Accounting would be highly regarded.

### **Benefits:**

- Salary packaging to reduce your taxable income by up to \$15,899 (maximum benefits for non-for-profit organisations)
- Flexible work environment
- Supportive team environment

**Direct Manager:** Finance Manager

### **Police Checks:**

The successful applicant will be required to undergo a police check as part of the selection process.

The suitability of applicants to perform the role may depend on the results of a criminal history check performed by the relevant police authority.

**Selection process:**

Applicants should submit a covering letter addressing role responsibilities, supported by a resume with details of work history, experience and qualifications.

At interview, applicants will be asked to demonstrate competencies required to perform this role.

**Salary**

Salary range \$39.01 - \$44.52 p/hour (equivalent to SCHADS award level 4.3-5.3), inclusive of leave loading; plus superannuation.

This job description indicates the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role. Duties may be varied and or amended from time to time.

**KYLIE HOLMES**  
**Executive Officer**  
**Rural Financial Counselling Service (Victoria) – Gippsland**

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