



Job Description: Payroll Officer

POSITION TITLE:	Payroll Officer
POSITION NUMBER:	HR007 & HR017
CLASSIFICATION LEVEL:	CL 5 – CL6
POSITION LOCATION:	Alice Springs
REPORTING TO:	HRIS Coordinator
LAST REVIEWED:	June 2022

KEY FUNCTIONS

Provide accurate, timely and efficient processing of Central Land Council's (CLC) payroll functions and all other payroll related duties. Work closely with the HRIS Coordinator and HR staff to provide back up in core HRIS functions (e.g. reporting) as required. Maintain strict confidentiality standards.

SPECIFIC ROLE RESPONSIBILITIES AND DUTIES

1. Liaise with the Human Resources Administrator and Advisors to manage the timely and accurate on-boarding of new CLC employees, CLC Council Members and Directors.
2. Ensure employee payroll records are in eDIS in a timely manner and in line with internal procedures and legislative requirements.
3. Processing of the CLC payroll, including processing and checking of casual timesheets, allowances, deductions, salary changes, back pays, terminations and superannuation requirements including preparation of superannuation for distribution, in an accurate and timely manner.
4. Administer CLC Glasses reimbursement process and CLC uniform procedure ensuring compliance with the CLC uniform policy.
5. Manage the process for all Working with Vulnerable People clearances (Ochre Card) and National Police Clearances, in particular updating and monitoring requirements in the LIC(ence) screen.
6. Ensure complete audit trails are maintained for all payroll processing. Assist the HRIS Coordinator with audit requirements as requested.
7. Maintain payroll knowledge, understanding and compliance with statutory legislation, industrial instruments and CLC Enterprise Agreement, policies and procedures at a level to provide effective advice and comment on payroll related issues and questions.
8. Participate in Payroll & HRIS projects as required such as process improvement and standardisation of payroll systems and program upgrades.
9. Working with the HRIS Coordinator prepare reports and end of year payroll requirements for internal and external stakeholders, including compliance reporting.
10. Prepare and submit quarterly Australian Bureau of Statistic surveys.
11. In conjunction with the WHS Coordinator and HRIS Coordinator prepare, maintain and reconcile Workers Compensations claims for time off work and Paid Parental Leave through Centrelink.
12. Liaise with Centrelink, Child Support, NT Housing and other agencies in regards to employee payments and fortnightly remittances of deductions.
13. Provide ongoing training and support for new and existing staff to correctly use HR21 and relevant payroll related documentation including casual timesheet processes. Share training responsibilities for new staff using HR21 with HRIS.

14. Compliance to document management protocols in regard to confidentiality, access and eDIS (all HR systems).
15. Other duties that are safe, legal, logical and responsible with being within limits of employee's skill, competence and training consistent with the classification structure

MONITORING AND COMPLIANCE REQUIREMENTS

- Aboriginal Land Rights (NT) Act 1976
- Native Title Act 1993
- CLC Corporate Plan
- CLC Enterprise Agreement
- CLC Risk Management Plan
- Industrial Relations Legislation
- Public Governance, Performance and Accountability Act 2013 (PGPA Act)
- FairWork Act 2009
- Work Health & Safety Act (Cwth) 2011
- Workers Compensation Legislation
- Long Service Leave Act (Cwth) 1976 and;
- Maternity Leave Act (Cwth) 1973

WORKING RELATIONSHIPS

- Reports to and receives direction from HRIS Coordinator.
- Work collaboratively with all other staff of the Human Resources in making positive contributions to the CLC's performance
- Works closely and collaboratively with other operational sections of the CLC in performing the functions of the position and to facilitate the delivery of organisations overall objectives; and
- Develops and maintains good working relationships with CLC constituents, partner organisations, and government and non-government agencies relevant to the functions of the positions

EXTENT OF AUTHORITY

- Financial authorisation as per the CLC Purchasing and Procurement Policy

SELECTION CRITERIA

ESSENTIAL

1. Minimum Certificate IV in business administration, or payroll or ability to obtain and/or equivalent demonstrated payroll experience.
2. Proven administration skills, including proficiency in using a range of software applications in including Microsoft Word, Excel, PowerPoint and databases.
3. Exceptional attention to detail and accuracy.
4. High degree of customer service focus and demonstrated ability and commitment to uphold confidentiality and client privacy.
5. Effective verbal and written communication skills.
6. Excellent time management and proven problem solving, analytical and numeracy skills.
7. Appropriate level of health and fitness to meet the rigours of remote fieldwork including driving long distances in a 4WD vehicle, changing tyres and lifting up to 20kg as necessary.
8. Good interpersonal skills with an ability to communicate effectively with people, particularly Aboriginal people.
9. A current NT driver's licence and the ability to operate four-wheel drive vehicles safely in remote localities.
10. Must hold (or be capable of holding and apply for) an Ochre Card from SafeNT and undertake a National Police Certificate assessment if required.

DESIRABLE

1. Demonstrated experience in using iChris or Chris21 or other payroll software.
2. Knowledge and understanding of the overall context in which the Central Land Council operates.
3. Knowledge of Aboriginal society and culture and an understanding of relevant contemporary issues.
4. Knowledge and experience of Aboriginal people in the Central Australian setting will be highly regarded.

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APPROVAL DATE: June 2022