

## POSITION DESCRIPTION

POSITION DETAILS	
Position Title	Payroll Officer
Classification	
Department/Division	Labour Hire Services
Reports to	Payroll Manager Labour Hire

OUR VISION & PURPOSE
<p><b>Our Vision:</b> To improve the lives of those in need.</p> <p><b>Our Purpose:</b> To improve individual life outcomes by providing support, education, opportunity, and guidance that will lead to the alleviation of poverty or distress (including sickness, disability, destitution, suffering, misfortune, or helplessness) for those we help.</p> <p style="text-align: center;"><b>Helping People   Addressing Needs   Improving Lives</b></p>

ORGANISATIONAL INFORMATION
<p>MADEC is a successful not for profit and charitable organisation, with a proud 50+ year history of providing relief to people experiencing poverty and/or distress.</p> <p>We do this through our business areas:</p> <ul style="list-style-type: none"> <li>▪ Employment Services;</li> <li>▪ Education and Training;</li> <li>▪ Labour Hire and PALM Scheme; and</li> <li>▪ Indigenous Programs.</li> </ul> <p>We recognise the importance of self-worth and self-fulfilment and we recognise that those who are, or may be, disadvantaged, need and deserve our help.</p> <p><b>Employment Services</b> Working in accordance with the guidelines set down by the Government, this division is focused on improving the lives of people on income support experiencing disadvantage by connecting them with the assistance they need to journey into meaningful and sustainable employment. This is achieved by working with our clients to ensure we understand their barriers to employment, upskilling and providing training solutions, referral to support services, sourcing work opportunities via labour hire or by partnering with business and industry stakeholders to secure sustainable work options for them.</p> <p><b>Education and Training</b> MADEC is a Nationally Registered Training Organisation (RTO) delivering vocational and non-vocational courses, primarily in Victoria and South Australia. We hold agreements with both States to deliver subsidised training and provide a wide range of skills training across a range of industry areas, improving the lives of people by creating employment opportunity through education and training.</p>

### Labour Hire and PALM Scheme

MADEC has a long history of providing labour solutions to a range of industries such as Agriculture, Horticulture, Viticulture, Warehousing, Food Processing, Cleaning, Hospitality and more. We have large pools of job ready candidates across our regions, ready to meet the labour needs of employers at any time and support all administrative processes such as recruitment, selection, onboarding, training, payroll and much more.

MADEC is also an approved employer under the Pacific Australia Labour Mobility (PALM) Scheme an initiative of the Australian Government. This program provides relief to people experiencing poverty and disadvantage from Pacific Island countries and Timor-Leste, by providing employment opportunities with Australian employers in selected industries/sectors.

The scheme also has the dual benefit of providing employers with a reliable return workforce sourced to assist in meeting unmet labour demands, when there is not enough local Australian labour to meet seasonal demand.

### Indigenous Programs

MADEC holds agreements with the Australia Government to deliver services that improve the lives of Indigenous People by:

- Creating linkages with support organisations to address barriers improving the lives of Indigenous people.
- Providing scholarship and other support to secondary school students experiencing disadvantage.

### PRIMARY PURPOSE OF ROLE

1. Processing of payroll, adjustments and associated payroll administration.
2. Develop payroll and business systems to ensure quality and consistency of payroll administration.
3. Ensure that all payroll obligations are processed in line with legislative/award and EBA requirements.
4. Provide financial information and reports and assist in the audit process.

### Direct Reports to this Role

### Total Number of Reports

Nil

Nil

### Key Relationships

#### Internal

Reports on a day to day basis to the Team Leader - Payroll  
Harvest and Labour Hire All employees  
Human Resources staff

#### External

Agencies  
Super funds  
Salary packaging companies  
Funding bodies/agencies

<b>KEY RESPONSIBILITIES / DUTIES</b>
<b>Payroll - general</b>
Verify timesheets have been provided and approved by appropriate manager or authorised delegate.
Calculate and ensure salaries and wages comply and are distributed accurately as per EBA, Award, Employment Contracts, Labour Hire/PSW contracts and other legislative requirements including taxation and superannuation.
Process overtime and ensure that the employer obligations are met in respect to applications where applicable.
Process leave applications for permanent staff and ensure that all leave and employer obligations and recorded in an appropriate manner.
Process back pays, award increases, bonus, incremental increase, pay adjustments and any payroll variations and other variations to associated employee conditions and benefits.
Ensure that reconciliation of pay-runs are completed and discrepancies addressed as appropriate.
Maintain and review of employee entitlements including sick leave, annual leave, accrued days off and long service leave records.
Calculation, deduction and reconciliation for recovery of employee expenses or accounts received, including charge rate for labour hire and PSW if applicable.
Process commencements, cessations and terminations for employees
Create and maintain hardcopy and softcopy employee files including assistance to other sites to maintain records in line with business and legislative requirements.
Liaise with external government agencies for the application of specific compliance functions, eg child maintenance support payments and Centrelink if required.
Attend to the maintenance and remittance of monthly superannuation payments, including liaison with funds regarding employee documentation, resignation, etc.
Assist with internal and audits, including the ongoing review of systems, preparation of materials and liaison with auditors
Ensure MADEC's obligations with regards to wage subsidy schemes are adhered to.
Prepare payroll/finance reports for stakeholders as required in a timely and accurate manner.
Participate in payroll projects as required.
Work closely and collaboratively with the HR team.
<b>Payroll – labour hire and PSW</b>
Assist the business in labour hire proposals using wage rate calculators.
Calculate the margin rates and payroll requirements for employees.
Maintain client and job details including deductions, wage and client rates in CHIP (check calculator against CSA)
Maintain user accounts on CHIP and assist with the training of new staff in relation to payroll functions.
Resolve issues with IT and Codehouse in respect to the CHIP payroll program.
<b>Payroll – PSW</b>
Print out the Visa Applications to check for correct spelling and check against the passport
Apply for TFN upon arrival to Australia - enter into CHIP when received
Complete final deductions and reconciliation for accommodation, transport & health insurance and process final pay
<b>Payroll - Onboarding</b>

Ensure timely and accurate day to day administrative support to the Payroll team and other staff as required
Set up employee and host in CHIP
Complete timesheet calculation, date entry, and tick and flick payroll processing ensuring all documents comply with legislative requirements
Respond to payroll queries from hosts and employers
Ensure all pack documents are received and uploaded accurately into MADEC systems and CHIP in a timely manner in accordance with policies and procedures
Create and maintain document templates for MADEC documents (for example – an onboarding checklist)
Provide administrative support to the Payroll Team Leader and Finance Manager – Labour Hire Services
Assist with the coordination of emails/mail outs and correspondence to clients and employees
Ensure tax file numbers are applied for and obtained for all employees
Assist with 'housekeeping' activities in CHIP including cleaning up jobs and hirings
Report all issues to relevant departments or internal staff members with a sense of urgency
<b>Reconciliations</b>
Assist finance personnel with monthly and end of the year reconciliation of payroll.
Liaise with accounts/finance staff to ensure that Payroll balances to the General Ledger.
<b>Systems and advisory</b>
Remain current on new legislation, awards and regulatory rulings impacting payroll. Enforce adherence to requirements and advise management on the required actions.
Assist in the provision of advisory services to managers and staff on payroll matters and conditions of employment and provide training and coaching where required.
<b>Statutory Compliance</b>
Assisting with the preparation of balancing and reconciling the following: payroll tax, PAYG tax and FBT, superannuation, annual group certificates.
<b>Corporate responsibilities</b>
Contribute to the achievement of the goals as outlined in the Strategic Plan and the overall objectives of the organisation.
Participate fully in staff appraisal and professional development review processes.
Comply with all Work, Health, Safety and Environmental system requirements which provide a safe and healthy work environment, free from sexual harassment and discrimination.
Adhere to MADEC's policies and procedure and "Code of Conduct" for employees.
Participate in the Continuous Improvement of the Integrated Management System by assisting with identifying, correcting, monitoring and evaluating activities to improve internal and external customer service.
Participate in managing and complying with injury management practices with the aim of early return to work in all cases.

## POSITION OUTCOMES

1. **Provision of financial information** and maintenance of financial records in a manner which is:
  - Accurate;
  - Timely;
  - User friendly; and
  - Efficient in its preparation

This would be evidenced by the Chip/MYOB/tech one payroll system being an accurate reflection of the MADEC's payroll activity. Further evidence of this would be MYOB/Chip/Tech one Payroll general ledger records reconciling.
2. Prompt and accurate reporting to ensure compliance with awards/EBA/contracts, principles, and relevant legislative requirements and regulations. This would be evidenced by reports and returns being lodged in accordance with the relevant statutory requirements.
3. **Provision of timely and accurate statistical information.** This would be evidenced by accurate financial information being provided to and of assistance to the users of the financial information.
4. **Operation and monitoring of finance systems** which enables the provision of financial information which is accurate, timely and efficient in its preparation. This would be evidenced by a payroll process and system which produces accurate financial information per number 1) in a manner which utilises the systems and resources in an efficient manner.
5. **Contribution to timely and efficient record keeping** including electronic and physical document retention systems
6. **Prompt, accurate, and professional response to Site Manager,** customer and other MADEC employee queries. This would be evidenced by a strong working relationship with key stakeholders within the MADEC business.
7. Contribution to the **identification of and improvement of controls** to reduce risk of incorrect financial outputs and to increase the effectiveness of financial processes and provide assistance and input when controls are identified within the team.
8. **Contribution to continuous improvement** through identification of operational improvements to increase efficiency and effectiveness and the provision of assistance and input when operational improvements are identified within the team. This would be evidenced by continued improvement to existing controls and procedures,
9. **Development of and contribution to positive and effective working relationships within the team** and across MADEC. This would be evidenced by a strong working relationship with other members of the MADEC finance team.
10. Contribute to ongoing improvements related to **identification and training of back-ups for the key position responsibilities.** This would be evidenced by a backup plan where another team member can perform the key responsibilities in the event of unplanned leave being required.
11. An awareness and promotion of MADEC values and philosophy.

## Qualifications and Experience:

	Essential	Desirable
<b>Qualifications</b>	Post-Secondary Qualification in Business Administration, Accounting or Management preferably at Certificate Level or above; or minimum equivalent 2 years' experience	
<b>Experience:</b>	Experience in the development and process improvement of processes and procedures  Demonstrated experience in a payroll system.	

<b>Skills:</b>	<p>Well-developed knowledge of payroll principles and their practical application in a business environment.</p> <p>Comprehensive understanding of manual and computerised payroll systems.</p> <p>Exceptional attention to detail.</p> <p>Solid understanding of the operations of awards and payroll specific legislation.</p> <p>Demonstrated computer skill and literacy, with practical understanding and application of spread sheets, databases, and general ledger systems.</p> <p>Well-developed written skills and ability to present information in logical and clear manner without compromising or denigrating its integrity.</p> <p>Solid interpersonal skills.</p> <p>Strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing tasks.</p>
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<b>Competencies</b> <i>All employees must:</i>	
Adaptable	<p>Maintain focus and productivity in changing environments, responsibilities and people.</p> <p>Remain positive in the face of change, take steps to recognise need for change and understand and support changes as we strive for business excellence.</p>
Accountability	<p>Accept responsibility for own actions and decisions and demonstrates commitment to accomplish work in an ethical, efficient and cost-effective manner.</p>
Communication	<p>Communicate effectively and transparently.</p> <p>Engage and inspire other through clear oral and written communication.</p>
Customer focus	<p>Ensure our internal and external customers/clients are at the forefront of our minds in all that we do.</p> <p>Act in the best interest of our customers/clients by working with them to understand their needs and to build mutual respect that leads to mutually beneficial outcomes.</p>
Integrity	<p>Be authentic.</p> <p>Maintain personal credibility and uphold ethical standards.</p> <p>Fosters respect for all individuals and points of view.</p> <p>Interacts appropriately with all members of the workforce, clients and business and community partners without regard to individual characteristics.</p>
Team Work	<p>Work cooperatively and effectively with others to achieve department and organisational goals.</p> <p>Participate in building group identity characterised by trust, pride and commitment.</p> <p>Build strong intra and inter department relationships and partnerships to ensure business success.</p>

**At MADEC We Value**

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At MADEC, our culture is one that welcomes all and embraces diversity and is consistent with our Vision, Purpose and Values Framework.

- Empathy**            *We are understanding and compassionate.*
- Genuine**           *We are true to ourselves and others*
- Ethical**            *We do what is right, just, and fair.*
- Passionate**        *We are committed to making a difference.*
- Responsible**       *We own our actions.*

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**Acknowledgement of Position Description:**

Name:		Signature:		Date:	/ /
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