

## Position Description – Senior Payroll Officer

### Core Detail

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| <b>Title</b> | Senior Payroll Officer   |
| <b>Role</b>  | This position is responsible for the provision of effective and efficient Payroll processing. This position is responsible for the timely and accurate processing of approx. 1700 pays and salaries. |

### Position Parameters

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|---------------------|----------------------------------|
| <b>Employment</b>   | Full time                        |
| <b>Reporting to</b> | Payroll Team Leader              |
| <b>Location</b>     | TriCare Head Office – Mt Gravatt |

### Detailed Description of the Position

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| <b>Payroll</b> | <ul style="list-style-type: none"> <li>• End to End processing of fortnightly payroll and any interim pays.</li> <li>• Reconcile payroll reports prior to finalising payroll process.</li> <li>• Calculate and prepare manual payments, including termination, adjustments and redundancy pays where necessary.</li> <li>• Maintain Employee Masterfiles.</li> <li>• Provide a high level of customer service to all employees' telephone and email queries ensuring a satisfactory resolution.</li> <li>• Liaise with Management regarding contracts including rates of pay, allowances, deductions and ensuring other Payroll information is up to date and accurate.</li> <li>• Reconciliation/administration of deductions, Superannuation and Payroll Tax.</li> <li>• End of month and end of year processing including reporting and excel configuration.</li> <li>• Ensure all Modern Award Payroll requirements are compliant.</li> </ul> |
| <b>Rosters</b> | <ul style="list-style-type: none"> <li>• Maintain the integrity of the Virtual Roster system.</li> <li>• Action fortnightly roster checks including leave vs rotation audits for all sites.</li> <li>• Verify all roster documentation prior to payroll processing.</li> </ul>  |

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|--------------|---|
|              | <ul style="list-style-type: none"> <li>• Maintain and update Master Roster shift and budget amendments in Virtual Roster prior to use by Aged Care Residences (in conjunction with Aged Care Division Operational staff).</li> <li>• Maintain Retirement Communities Master Rosters and costings.</li> <li>• Act as the key liaison point with the provider of Virtual Roster in order to resolve user and operational challenges and undertake system administration including update testing.</li> <li>• Provide training to users of Virtual Roster through on-site training or electronic shadowing.</li> </ul>   |
| <b>Other</b> | <ul style="list-style-type: none"> <li>• Provide WGEA, ACES and Work Cover information to relevant stakeholders.</li> <li>• Undertake testing and training for all system upgrades.</li> <li>• Generate routine and Adhoc statistical reports as required by internal management and external stakeholders.</li> <li>• Assist and support with review of existing systems and develop improved procedures, and document these, in consultation with Payroll Team Leader.</li> <li>• Other duties or projects as directed by the Payroll Team Leader &amp;/or Manager – Accounting Services.</li> <li>• Ensure correct filing of all Payroll Reports and other payroll documents.</li> </ul> |

### Skills and Knowledge

- Extensive knowledge of payroll procedures in a high volume environment.
- Demonstrated knowledge of current Legislation as it applies to payroll.
- Working knowledge of Workplace Agreements and Awards.
- Ability to liaise with all levels of the organisation.
- High level of computer literacy, including Microsoft Word, Excel and Outlook.

### Personal/Other Attributes

- Exercise confidentiality with all TriCare information, in particular employees' personal details and payroll information.
- Ability to take responsibility for allocated tasks and complete them with minimum supervision.
- Professional approach to work;
- Adaptability and flexibility, and the ability to work in a team environment.
- Willingness to apply oneself during periods of heavy workloads to meet deadlines.

## Experience

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- Minimum 5 years' experience in a large payroll environment (in excess of 1000).
- Demonstrated working knowledge of Chris21 payroll system.
- Demonstrated working knowledge of computerised roster systems – preferably Virtual Roster
- The ability to perform duties accurately in a high volume environment.
- The ability to be diplomatic and helpful when answering telephone queries.
- The ability to manually calculate wages when necessary, including annual leave, long service leave and terminations.

## Work Health and Safety

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The incumbent has the responsibility to comply with and meet all obligations contained in:

- a) Work Health and Safety (WHS) legislation;
- b) Related WHS responsibilities; and
- c) TriCare's Risk Management (RM) standards.

## Performance Measures

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Annual Quality Performance Improvement Review.