

Position Description – Payroll Manager

Role Highlights

Title	Payroll Manager
Company	Elderly Care Limited
Employment	Permanent, full time.
Hours	8:30am – 5pm, Monday to Friday
Location	250 Newnham Rd, Mount Gravatt, Qld.

Role Purpose

To oversee the timely, efficient and accurate processing of approximately 1,500 wages and salaries for all aged care staff. This requires continual focus on:

- Administration of payroll and rostering systems;
- Application of industrial awards and business interpretations;
- Allocation, supervision and delegation of all payroll work.

Background

Elderly Care Limited employs approximately 1,500 staff in the provision of residential aged care services throughout Queensland and Victoria. These aged care services include nursing and personal care, management, environmental, catering and maintenance.

Role Summary

This is a senior role within the organisation. This is a hands-on active management role that requires the application of modern award interpretations to the twenty-four hour, seven days a week workforce schedule across 17 sites.

Position Parameters

Reporting to	Aged Care Manager – Elderly Care Limited
Staff Liaison	Close working relationship with Group Workforce Specialist

Detailed Description of the Position

Payroll Management

- Allocating, delegating and supervising work – delegating and supervising certain tasks of payroll function to improve workplace functions and efficiencies.
- Promoting effective teamwork for achieving organisation goals
- Review, monitor and implement improvements to payroll processes and systems.
- Influence changes to systems and processes.
- Support with problem solving and guidance on difficult issues.

Payroll Function

- Approval of fortnightly payroll and any interim pays.
- Checking and reconciling payroll reports prior to finalising payroll process.
- Reviewing pay adjustments for pay run.
- Verification of masterfile changes prior to payroll finalisation.
- Prepare and coordinate communication with employees and their representatives.
- Orientate facility management teams regarding organisation payroll policies.
- Provide training on Aged Care Award and Nurses Award to facility management.
- Oversee end of month and end of year process
- Oversee accurate reconciliations and payments of all deductions, and payment of superannuation, including liaising with external funds, and PAYG Withholding
- Other duties or projects as required.

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 enterprise agreements and awards.
- Ability to liaise with all levels of the organisation.

- High level of computer literacy, including Microsoft Word, Excel and Outlook
- Experience with award interpretations
- Highly developed verbal and written communication skills
- Proven management skills in achieving high output from staff
- High level organisational skills, including an ability to meet deadlines and reporting requirements.
- Proficient with Microsoft Office 365 and Teams

Personal/Other Attributes

- Personal accountability and responsibility
- Analytical approach to problem solving and planning
- Results driven
- Works by setting and pursuing stretch goals
- Welcomes and encourages innovation and continuous improvement
- Exercise confidentiality with all Elderly Care information, in particular employees' personal details and payroll information.
- Adaptability and flexibility, and the ability to work in a team environment.

Experience

- At least 5 years' management experience in a large payroll environment (in excess of 1,000 personnel)
- Must hold a current Police Clearance
- Experience with Kronos and or Payroll Metrics is desirable.

Work Health and Safety

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

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