

# Position Profile



<b>Position:</b>	<b>Payroll Officer</b>
<b>Team:</b>	People, Culture & Safety
<b>Org unit:</b>	Operations – Shared Services
<b>Industrial coverage:</b>	Non-award
<b>AON Code:</b>	<i>Aon.FIN.30016.2</i>
<b>ANZSCO code:</b>	5513
<b>Approval status</b>	Approved
<b>Date reviewed:</b>	05 June 2024

## Organisation purpose

**A different brilliant®** - understanding, engaging and celebrating the strengths, aspirations and interests of people on the autism spectrum.

**Vision:** The best opportunities for people on the autism spectrum.

**Mission:** We work with people of all ages on the autism spectrum, delivering evidence-informed solutions that are person-centred, family-focussed, and customer-driven.

**Values:** We are passionate about people, about being positive, and about what's possible.

## Team purpose

To guide, support, and enable Aspect to lead, manage and grow our people and their talents in a safe and inclusive workplace, for the good of Aspect, our customers, and community.

## Position purpose

To ensure the accurate and timely processing of payroll for all employees, maintaining compliance with relevant legislation, and providing exceptional customer service to employees regarding payroll inquiries.

## Key accountabilities

### Payroll Processing:

- Process payroll for all employees on a timely and accurate basis, ensuring compliance with relevant legislation and Aspect policies.
- Manage and maintain employee payroll records, including new hires, terminations, and changes in employment status.
- Calculate and process various payroll components such as salaries, other time, bonuses, PBI benefits, allowances & deductions.

## Position Profile: Payroll & Workforce Systems Team Leader

- Administer and reconcile employee leave entitlements, including annual leave, personal leave, and long service leave.
- Process payroll adjustments and corrections as needed.

### **Compliance:**

- Assist with the preparation, balancing, and reconciliation of various payroll elements, including, but not limited to, PAYG tax, FBT, superannuation & portable long service leave
- Maintain up-to-date knowledge of relevant payroll legislation and regulations to ensure compliance.

### **Record Keeping and Reporting:**

- Maintain accurate payroll data and records, leveraging established processes and tools.
- Build, maintain and continuously enhance payroll reports to enable effective leadership decision making

### **Customer Service:**

- Respond promptly and professionally to employee inquiries regarding their remuneration & benefits
- Maintain clear concise user guides on the Aspect intranet to enable employee self-service

### **Team culture and development**

- Contribute to and promote a team culture of continuous improvement and high performance.

### **People, Culture & Safety functional development**

- Contribute to continuous operational improvement through knowledge of Aspect's business, the external context, and contemporary practice in own area of expertise.
- Contribute to the development of the PCS team collective knowledge and team spirit through participation in and leadership of learning and team building activities

### **Safeguarding the people we support**

Aspect is committed to providing an environment free from abuse, neglect and exploitation of the people we support. Staff are expected to:

- follow safeguarding guidelines as outlined in Aspect's Safeguarding the People We Support policy and Code of Conduct.
- complete mandatory Code of Conduct training and implement into day to day operations and practice.
- be vigilant and maintain a heightened sensitivity to recognising signs of abuse, neglect or exploitation and escalate/report those signs/concerns.
- escalate/report other staff practices which deviate from policy/procedure.

### Work health and safety

All staff are required to:

- take reasonable care for their own health and safety.
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with legislative requirements.
- report unsafe conditions or practices, and make suggestions to their manager on improving work, health & safety at Aspect.
- participate in the staff consultation process about work health & safety matters.
- understand and adhere to Aspect's Code of Conduct.

### Reporting lines

<b>Direct manager:</b>	Payroll & Workforce Systems Team Leader
<b>Direct reports:</b>	Nil

### Essential requirements

- Strong data literacy, analysis and report development skills
- Relevant tertiary qualifications or relevant equivalent work experience, or a combination of study and work experience
- Experience performing payroll duties in a complex business environment
- Strong verbal and written communication skills, including presenting to and writing for executive level audiences
- Experience in and aptitude for technology and information systems
- Knowledge of Aurion payroll system would be desirable
- Mindset for positive change and commitment and aptitude for process improvement
- Willingness to travel to regional and interstate sites from time to time
- Completion of NDIS Worker Orientation Module
- Working with Children Check clearance (NSW)
- National Police Clearance