

POSITION DESCRIPTION



Payroll & Compliance Officer

POSITION DETAILS

Position Title	Payroll & Compliance Officer
Classification	HEW 5
Position Number	TBC
School/Office	Office of People
Division	People Operations & Analytics

POSITION PURPOSE

The Payroll & Compliance Officer plays a key role in ensuring payroll operations are compliant, accurate, and aligned with legislative, regulatory, and enterprise agreement requirements. This role shares responsibility for superannuation processing, pay processing, and payroll compliance and validation activities, working collaboratively across the payroll function.

The position is accountable for payroll validation, controls, reconciliations, and compliance reporting to support accurate and timely pay outcomes. It provides specialist advice on payroll governance, assists with audits and superannuation submissions, and partners with HR, Finance, and external stakeholders to maintain confidence in payroll processes.

The role also conducts regular assurance checks on payroll preparation tasks, pay code creation, and employee master data accuracy, maintaining robust audit logs.

KEY ACCOUNTABILITIES

- Share responsibility for superannuation, pay processing, and payroll compliance and validation activities, ensuring alignment with legislative and enterprise requirements.
- Conduct payroll validation checks, reconciliations, and variance analysis to ensure data accuracy and compliance.
- Prepare and submit payroll compliance reports, including taxation, superannuation, and other statutory obligations.
- Maintain audit trails and documentation for payroll activities in line with governance standards.
- Calculate and process complex terminations and backpays.
- Support internal and external payroll audits, ensuring readiness and full compliance.
- Coordinate compliance, reporting, and payment of employer liabilities including superannuation, tax, and staff benefits.

- Assist in the development of payroll policies and procedures and provide training to people operations staff on any improvements to practice required.

QUALIFICATIONS, EXPERIENCE AND SKILLS

Essential

1. Tertiary qualification in Business, Finance, Accounting, HR, or related field, or equivalent experience.
2. Demonstrated experience in payroll compliance, controls, or audit.
3. Strong knowledge of payroll legislation, taxation, and superannuation requirements.
4. Experience interpreting enterprise agreements, awards, or industrial instruments.
5. Strong analytical, reconciliation, and documentation skills.
6. Strong interpersonal and communication skills.

Desirable

- Experience with Ascender Pay as a payroll system.
- End-to-end payroll processing experience.
- Previous experience as a payroll compliance officer

KEY RELATIONSHIPS

- **This position reports to:** Senior Manager, Payroll & Compliance
- **This position supervises:** Nil
- **Key internal relationships:**
 - Payroll Officer (HEW 5)
 - People Operations Delivery team
 - Finance Services
- **Key external relationships:**
 - Regulators, auditors, and payroll system providers

CHALLENGES

1. Ensuring compliance across multiple, frequently changing legislative and industrial frameworks.
2. Maintaining strict segregation of duties while coordinating across payroll preparation and processing functions.
3. Managing complex reconciliations and variance reporting under tight deadlines.
4. Supporting audits and compliance reviews in a high-volume environment.

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by:

Date: