

Payroll Officer Position Description

Context

Manager	Chief Financial Officer
Division	Finance
Location	Corporate Support Office, Melbourne
Tenure	Ongoing – Part-time
Career Level	3

Primary Objectives

Organisational	<p>VicForests is a Victorian State-owned business responsible for the sustainable harvest, regeneration, and commercial sale of timber from Victoria's public forests on behalf of the Victorian Government.</p> <p>We are committed to the sustainable harvest and regeneration of our forests. More than this, we are a committed and active member of all the communities within which we harvest.</p> <p>Our staff live and work within local communities across the State. Our operations and activities are always carried out with our staff and community in mind.</p>
Role	<p>This role is responsible for managing the end-to-end processing of the VicForests payroll cycle using the ADP payroll system, as well as populating monthly reports and providing accurate advice to management and staff on any payroll issues and general payroll support.</p>

VicForests Values

SAFE	We aim for zero harm in all that we do
SUSTAINABLE	We respect and care for our environment and the communities in which we operate
PROFESSIONAL	We operate in an ethical, efficient and accountable manner
CUSTOMER FOCUSED	We are responsible in our commercial dealings
RESPECT	We treat others in a manner that we would like to be treated

Key Result Areas

The KRA's are the major outputs for which the position is responsible for and are not a comprehensive statement of the position activities. You may however, be required to undertake other duties and responsibilities from time to time, in addition to or as variations of the duties and responsibilities of the position.

Payroll

- Timely and accurate processing of end-to-end payroll cycle using ADP.
- Responsible for maintaining the ADP system for the business, including the HR and Payroll Masterfile
- End to end maintenance of the ADP payroll information including setting up new employees, secondments, changes on reporting line, and offboarding.
- Reconcile employee entitlements, maintain employee files (hard copy filing) on an ongoing basis and also calculate back pays, fire pays, terminations, redundancies, employee transfers and promotions.
- Interpret the Enterprise Bargaining Agreement (EBA) where appropriate and provide advice to staff and management on pay and conditions to employees as per the Enterprise Bargaining Agreement (EBA) entitlements as well as ensuring compliance with legislation and VicForests policies.
- Liaise with ADP client support on any system related issues.

Reporting

- Populate, analyse, and interpret payroll reports and act upon on any errors to ensure accuracy.
- Support the finance team by preparing reports, included but not limited to end of financial year reports, monthly reports.
- Assist the People & Culture team with any ad hoc reporting from ADP.
- Populate and provide to the People & Culture team with a 'significant date' monthly report which includes contract, secondment or higher duties end.

Customer Support

- Be responsible for responding and resolving any payroll queries from staff and management, including the management of the payroll inbox.
- Assist the People & Culture team with any payroll enquires.
- Assist the Finance team and management with other ad hoc payroll tasks as required.

Health and Safety

- Take relevant steps to add value to payroll processes, including reviewing peer decisions and recommendation.
- Ensure occupational health and safety requirements are embedded in the processes for which the position is responsible.
- Undertake any duties and responsibilities to meet the requirements of the team or broader business.
- Perform duties in a manner that ensures the health and safety of yourself and others.
- Ensure that all incidents and hazards are reported in a timely manner.

Selection Criteria - Core Capabilities

Qualifications	Essential / Desirable
A relevant undergraduate degree in Finance or Accounting	Desirable
Proficient using end-to-end ADP Payroll Software	Essential

Experience	Competencies acquired through experience
Payroll	<ul style="list-style-type: none"> ▪ Experience in running full payroll cycle preferably in an Enterprise Bargaining Agreement (EBA) based environment ▪ Experience in the preparation, entry and processing of payroll data ▪ Proficiently able to use end-to-end ADP payroll system ▪ Proven ability to interpret employee conditions such as Awards and/or Enterprise Agreements ▪ A sound understanding of termination calculations including all leave types, superannuation and eligible termination payments
Communication and Presentation Skills	<ul style="list-style-type: none"> ▪ Prepares written communications using clear, concise and grammatically correct language ▪ Clearly and confidently communicates with people at all levels of the organisation ▪ Communicates in a manner which is clear, fluent and holds the audience's attention ▪ Prepares and delivers logical, sequential and succinct presentations
Computer Skills	<ul style="list-style-type: none"> ▪ Familiarity with MS suite of products, particularly excel
Planning and Organising	<ul style="list-style-type: none"> ▪ Sets clearly defined objectives and priorities and operates accordingly, reviewing and adjusting as required ▪ Display a high level of initiative to meet workload demands ▪ Recognises actual and potential barriers and finds effective ways to deal with them
Organisational Awareness	<ul style="list-style-type: none"> ▪ Understands the impact of external events and changing stakeholder needs on the organisation and cognisant of the underlying opportunities and threats that presents
Service Excellence	<ul style="list-style-type: none"> ▪ Creates a climate of service excellence ▪ Encourages new and different approaches and solutions that will deliver benefits beyond client or stakeholder expectations ▪ Constructively deals with service issues that arise in a timely manner ▪ Uses understanding of the stakeholder's organisational context to tailor services and ensure a high-quality response ▪ Looks beyond the obvious to provide outstanding levels of service

Commercial Skills	<ul style="list-style-type: none"> ▪ Knowledgeable about financial issues and responsibilities ▪ Proactively seeks more efficient ways of doing things ▪ Focuses on activities and projects that will bring the best long-term return for the organisation
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Attributes	Behaviours
Conceptual and analytical ability	<ul style="list-style-type: none"> ▪ Deals with concepts and complexity comfortably ▪ Uses analytical and conceptual skills to reason through problems ▪ Has creative ideas and can project how these can link to innovations
Creativity and innovation	<ul style="list-style-type: none"> ▪ Generates new ideas ▪ Draws on a range of information sources to identify new ways of doing things ▪ Actively influences events and promotes ideas ▪ Translates creative ideas into workplace improvements ▪ Reflects on experience and is open to new ways to improve practice
Detail focus	<ul style="list-style-type: none"> ▪ Observes fine details ▪ Identifies gaps in information ▪ Looks for logical sequences of information ▪ Highlights practical considerations of plans and activities
Drive and commitment	<ul style="list-style-type: none"> ▪ Enthusiastic and committed ▪ Demonstrates capacity for sustained effort and hard work ▪ Sets high standards of performance for self and others ▪ Enjoys a vigorous and dynamic work environment
Integrity	<ul style="list-style-type: none"> ▪ Committed to the public interest ▪ Operates in a manner that is consistent with the organisation's code of conduct ▪ Inspires trust by treating all fairly
Teamwork	<ul style="list-style-type: none"> ▪ Cooperates and works well with others in the pursuit of team goals ▪ Collaborates and shares information ▪ Shows consideration, concern and respect for others' feelings and ideas ▪ Accommodates and works well with the different working styles of others ▪ Encourages resolution of conflict within group

Further Information

Long periods of sedentary desk/computer duties may be required as part of this role.

You may be required to work independently, with minimal supervision in isolated and physically demanding environments.

Some long-distance travel and overnight stays may be required in country locations.

VicForests employees may be required to contribute to fire and emergency management responsibilities
External applicants will be subject to a probation period of 3 months.

All applicants must have the right to work in Australia, supporting evidence may be requested.

Please note that in accordance with VicForests onboarding processes, new employees will need to provide information of their motor vehicle driving & insurance history and disclose any medical conditions or pre-existing injuries that can affect job and driving performance.

In addition, if this role requires a Financial Delegation or regular access to confidential information, a Police Background check will be required.

If this role requires regular contact with vulnerable people (particularly children), a Working with Children's Check will be required.

For further information about this role, please contact HR on 9608 9520 or vf.careers@vicforests.com.au

To be completed on offer / acceptance of a role:

I accept the Position Description as stated and the Position Description may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to positions descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Name: _____

Position Location: _____

Signature: _____

Date: _____