



Courage in Wisdom | Hope in Love

Job Description

Title:	Payroll Officer
Reports to:	HR Manager, through the Payroll Manager
EBA/Award:	SCBC Operational Staff Agreement 2024
FTE:	FTE 0.8
Employment Type:	Permanent - Part-time 52 weeks

Position Summary

The Payroll Officer is responsible for providing support in the various Payroll functions, as well as assisting with maintaining systems, processes, and reporting functionality in the HR department to effectively manage the College's workforce.

The role supports the Payroll Manager in the provision of an efficient and effective payroll service.

Job Description

- Process fortnightly pay of Childcare & College salaries.
- Set up new staff in the payroll system.
- Enter data into the payroll system.
- Maintenance of all staff payroll records including annual leave, sick leave, long service leave and superannuation.
- Assist the Payroll Manager with the preparation of payroll-related documents or investigations e.g. Centrelink Separation Certificate etc.
- Salary sacrifice administration.
- Prepare reports required by the Finance department and other stakeholders.
- Filing.
- Other duties in relation to Payroll and HR as assigned by the HR Manager.

Selection Criteria

- Relevant qualification in Business Studies / Finance / Accounting.
- Minimum 3 years' experience with payroll or accounting software.
- Discretion – ensuring confidentiality.
- Attention to details.
- Knowledge of workplace / employment laws and regulations as well as modern awards.

General Requirements

- To have a personal faith and commitment to the Lord Jesus Christ.
- To actively be a part of a Church or Christian community and exemplify Christian beliefs, behaviour, and practices.
- To accept the College's Statement of Faith.



- Build co-operative and supportive relationships with the board, principal, staff, students and parents.
- Work to ensure personal best practice.
- Ensure that decision making is based on fact and is impartial and fair.
- Model the use of appropriate and proper channels of communication.
- Always act in the best interest of the College and its ethos.
- Working With Children Card.

Other Matters

N/A

Position Held By:	
Signed:	
Date:	