



JOB DESCRIPTION

Key Position Information			Date Reviewed: October 2018
Title	Payroll Officer	Department - Location	Finance
Reports to	Executive Manager Finance	Award / Contract	Individual Common Law Employment Contract
Level / Salary	\$35.02 plus Super 9.5%	Basis of Employment	Part-time
Role Purpose			
<ul style="list-style-type: none"> • Provide accurate and timely processing of RW's payroll on a fortnightly basis. • Provide assistance to RW managers and employees on all aspects of payroll. • Undertake project work and general adhoc duties as required. • Contribute as a part of the finance team to the constant improvement of Richmond Wellbeing services. • Contribute to Continuous Improvement ideas to improve Richmond Wellbeing. 			
Richmond Wellbeing Vision, Purpose and Values			
<p>Our Vision: A community where people are able to recover and live a valued and fulfilling life.</p> <p>Our Purpose: We work alongside people, employing leading practice, to support recovery and wellbeing.</p>			
Hope	Inclusion	Service Excellence	Compassion
We believe that people can and do recover from mental illness, and we strive to promote hope, control, choice and opportunity.	We embrace diversity, respect and value people's differences, and consistently seek to support people to realise their full potential as connected and contributing members in the community.	We consistently aspire to exceed customer expectations, pursue opportunities for continuous improvement and quality, and take a proactive approach to seeking, identifying and leveraging current and future opportunities.	We work in a person-centered way, demonstrating empathy, authenticity, honesty, integrity and human kindness in all our relationships with, families, individuals, colleagues and the community.
Statement of Diversity			
<p>The staff at RW are committed to creating a safe and comfortable environment for all staff and consumers. To view our diversity statement in full please visit the Richmond Wellbeing intranet.</p> <p>https://www.rw.org.au/diversity-statement</p>			

Key Result Area	Key Accountabilities and Responsibilities	Key Performance Indicators
Richmond Wellbeing Values	<ul style="list-style-type: none"> • Acts consistently in accordance with the RW strategic direction, vision and values. • Actively engage in self-reflection and develop own practice. • Pro-active individual who is enthusiastic and committed to upholding RW values and principles. 	<ul style="list-style-type: none"> • Reflect RW values in daily interactions and within scope of role. • Demonstrate this in supervision and Critical reflection groups
Payroll	<ul style="list-style-type: none"> • Liaising with staff and management on payroll related queries, eg providing information to employees and managers in regards to payroll queries, leave entitlements etc. • Interpreting EBA and contracts in relation to penalty, overtime, shift allowances etc. • Provide assistance and support to employees on how to use Payroll software and complete payroll processes. • Maintain Payroll manual and liaison with external providers of payroll. • Provide accurate and timely processing of RW's payroll. • Processing salary increments and calculation of back pays. • Calculation and payment of termination payments. • Ensure Payroll adjustments are kept to a minimum and are accurate. • Process Superannuation payments as required by legislation. 	<ul style="list-style-type: none"> • Employees are assisted and queries are addressed in a timely manner. • Payroll is processed within required timeframes with minimal errors. • Continuous update of payroll manual is completed incorporating any changes. • Queries are answered in timely manner with accuracy. • Increment and back pay are processed within allowed time frame and with accuracy. • Termination payment is calculated and processed in accordance to EBA and legislative guideline. • Superannuation is processed through clearing house on a monthly basis.
Reporting	<ul style="list-style-type: none"> • Complete required end of month and end of financial year reporting, meeting legislative requirements. • Work with Finance, HR and Managers to provide required reporting. • Adhoc duties on request. 	<ul style="list-style-type: none"> • Reporting is completed accurately and within required timeframes. • Requirements of Finance are met.
Special Projects	<ul style="list-style-type: none"> • Undertake project work as required reporting to the Executive team. 	
Employee Contribution	<ul style="list-style-type: none"> • Positive and constructive work environment is promoted where employees are valued. • Employees adhere to the RW Code of Conduct and Ethics and Policy and Procedures. • Attends Core Training and maintains all compliance requirements relevant to their role and employment with RW. • To carry out other duties which may be required, requested or directed and which are within the person's capability and training to perform. 	<ul style="list-style-type: none"> • Show respect and helpfulness in all interactions • Read, understand and seek clarification of Policy and procedure documents. • Enrol in and complete required Core Training within required time frame. • Duties are completed to expected standard as outlined by manager.
Occupational Safety and Health	<ul style="list-style-type: none"> • Promote a safe and healthy working environment that complies with OSH requirements. • Take a shared responsibility to ensure the safety and well-being on self and others. • Utilise all protective equipment provided and as instructed. • Work in a safe manner while exercising due care and caution. 	<ul style="list-style-type: none"> • A "Safe work" culture operates within Richmond Wellbeing • Documentation is maintained as per the Policies and Procedures and is accurate, legible and concise.

Employee Requirements	
Skills	<ul style="list-style-type: none"> • Understanding of contracts and letters for changes to Payroll. • Excellent interpersonal and communication skills with the ability to communicate with internal and external stakeholders of all levels. • Demonstrated computer skills, in relevant programs such as MS Office applications. • Demonstrated ability to undertake project work as directed. • Strong organisational and administrative skills, including strong attention to detail and the ability to prioritise and control own workload. • Ability to meet objectives within time constraints and conflicting demands. • Capacity to work independently and collaboratively within a team.
Knowledge and Qualifications	<ul style="list-style-type: none"> • Knowledge of and ability to interpret relevant legislation, acts, agreements and policies for Payroll purposes. • Current WA Driver's License. • National Police Clearance.
Attitude	<ul style="list-style-type: none"> • Positive attitude towards people experiencing mental distress. • The ability to live RW values in all workplace tasks and interactions. • Pro-active individual who is enthusiastic and committed to upholding RW values and principles
Experience	<ul style="list-style-type: none"> • Experience in all aspects of processing Payroll for 250 plus employees including interpretation, rosters, superannuation and terminations. • Experience in providing payroll related reports. • Experience in keeping all employee data up to date in various formats. • Experience in working independently and as part of a team. <p><u>DESIRABLE</u></p> <ul style="list-style-type: none"> • Lived experience of mental health recovery or as family members of people with a lived experience of recovery.