



## POSITION DESCRIPTION

### Payroll Officer

POSITION DETAILS	
<b>Position title:</b>	Payroll Officer
<b>Reports to:</b>	Payroll Manager
<b>Contract tenure:</b>	An initial Contract of 5 years with options to renew pending satisfactory performance review
<b>FTE:</b>	1.0 (Full Time)
<b>Team:</b>	EREA Central Payroll Office/ Stewardship
<b>Significant working relationships:</b>	<ul style="list-style-type: none"> <li>• Central Payroll Office Team</li> <li>• EREA National Office Staff</li> <li>• EREA School Payroll Employees</li> <li>• EREA School Employees</li> </ul>
<b>Expected level of contact with Children:</b> <i>(in accordance with the EREA Child Safeguarding Standards Framework)</i>	Regular Contact / Casual Contact
<b>Location:</b>	Boondall, Brisbane, Queensland
<b>Approved:</b>	June 2021

*NB: It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned below may be altered in accordance with the changing requirements of the role.*

#### 1. EREA Mission

Founded in values espoused in the Gospel, EREA seeks to transform the hearts and minds of young Australians through education to build a more just and inclusive local and global community through presence, compassion and liberation.

#### 2. EREA Vision

Edmund Rice Education Australia offers a Liberating Education, based on a Gospel Spirituality, within an Inclusive Community committed to Justice and Solidarity.

#### 3. Purpose

The role of the Payroll Officer is to work effectively with the Payroll Manager, Payroll and System Second in Charge (2IC) and school payroll employees.



#### **4. Key Responsibilities**

**Contributes to and promotes the development, alignment, attainment and review of the mission and strategic goals for EREA.**

- Participates in whole of office staff days and activities
- Contributes to the vision and mission of EREA in the environment and operations of the Directorate
- Contributes to the development of Strategic goals as part of the Directorate

**Processes accurate and timely delivery of payroll to EREA employees.**

- Processes high volumes of payroll services in an accurate, efficient and timely manner
- Sets priorities to accomplish work requirements within allocated timeframes
- Ensures deadlines are met, with the ability to prioritise and problem solve
- Organises work in a logical and effective manner

**Provides specialist knowledge and advice on payroll related matters including compliance with agreements, legislation and policies.**

- Provides a central point of reference for all employee enquiries relating to payment of wages, entitlements, award / agreement provisions and policies
- Accurately interprets and applies job specific information in accordance with EREA payroll procedures
- Provides knowledge, advice and assistance to internal and external clients
- Maintains knowledge and expertise of payroll related topics through continual professional development and training activities
- Ensures compliance with awards, agreements, legislation and policies on payroll matters

**Undertakes analysis of data and interprets results to present recommendations to achieve the efficient and effective operation of Payroll Services**

- Assists with identifying areas within Payroll that require development and enhancement, and the formulation of proposals as to the appropriate remedial action required
- Applies logic and reasoning to identify the strengths and weakness of alternative solutions, conclusions or approaches to problems
- Contributes to decision making and problem solving activities by using initiative and sound judgement

**Contributes to the development of an effective work environment and an integrated team.**

- Responds in a timely manner to requests and enquiries both internal and external to EREA
- Exercises appropriate initiative, discretion and judgement responding to enquiries and in the dissemination of information
- Maintains appropriate confidentiality, sensitivity and empathy in the handling of all matters
- Works collaboratively with other Payroll team members to ensure the efficiency and accuracy of the work of Payroll Services



### AGREEMENT

The requirements of this position description are intended to describe the general nature and responsibility of work in this position. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the position. This position description should be read in conjunction with the employee's contract of Employment. Employees will also be required to follow any other position-related instructions and EREA policies, and to perform other position-related duties required to support EREA's compliance with its legislative obligations. Through consultation with the employee, EREA may vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

By signing this position description, I agree to undertake the duties and responsibilities contained therein.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

EREA Board Chair: \_\_\_\_\_ Date: \_\_\_\_\_

### EREA EXPECTATIONS

- A commitment to the Catholic ethos in the Edmund Rice tradition
- Staff are required to read, understand and comply with all EREA policies, procedures and reasonable direction, while demonstrating professional workplace behaviour in accordance with the EREA Code of Conduct
- A valid Working with Children Card is an essential condition of employment

### CHILD SAFEGUARDING RESPONSIBILITIES

EREA is a child safe and child-centred organisation, committed to the protection of children and has zero-tolerance of any abuse of children. It is our commitment to ensure that each and every child and young person under our care is kept safe and free from all forms of harm and abuse.

EREA is committed to ensuring the safety, wellbeing and dignity of all children and young people. Our physical and cultural environment promotes children and young people's feelings of inclusion, participation and empowerment.

You are required, as a condition of employment at EREA, to comply with our Child Safeguarding Program, including our Child Safeguarding policies and procedures, the EREA Child Safe Code of Conduct, your legal obligations with respect to the reporting of child safety incidents or concerns, and in maintaining a valid and current Working With Children Card.

It is your responsibility to be aware of key indicators of child abuse and other harm, to be observant, and to raise any and all child safety incidents or concerns with the EREA Director of Child Safeguarding and with external agencies where required.