



POSITION DESCRIPTION

Payroll Manager

POSITION DETAILS	
Position title:	Payroll Manager
Reports to (position title):	National Director - Stewardship
Contract tenure:	5 Year Contract
FTE:	1.0 (Full Time)
Team:	EREA Stewardship Team
Significant working relationships:	<ul style="list-style-type: none">• National Director - Stewardship• Central Payroll Office Team• Regional Finance Managers• National Manager Human Resources• School Payroll and HR Staff
Expected level of contact with Children: <i>(in accordance with the EREA Child Safeguarding Standards Framework)</i>	Regular Contact / Casual Contact
Location:	EREA Northern Office, Boondall, QLD
Approved:	November 2021

1.0 Vision

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.

2.0 Mission

EREA offers a *Liberating Education*, based on a *Gospel Spirituality*, within an *Inclusive Community* committed to *Justice and Solidarity*.

3.0 Organisational Purpose

EREA exists to support the development of creative and contemporary expressions of the charism of Blessed Edmund Rice in the schools' ministry as a mission of the Catholic Church.

4.0 Position Purpose

This position exists to manage the end-to-end payroll function of EREA National Office Staff and school employees in Queensland and the Flexible Schools Network across Australia.



5.0 Key Responsibilities

- Managing end-to-end payroll for 3000+ school employees and 50+ National Office employees;
- Ensuring accurate payroll data according to agreed pay cycles and in compliance with relevant Legislation, Awards and Enterprise Agreements;
- Managing the cyclical processing and year end preparation, balancing and reconciliation of Tax, Superannuation, Salary Packaging and other deductions;
- Leading and mentoring the Central Payroll Office Team;
- Identifying and implementing continuous process improvements;
- Developing and maintaining strong internal and external relationships with key stakeholders;
- Assisting in the planning and testing of system upgrades;
- Maintaining a sound knowledge of all relevant Enterprise Agreements, Awards, Government Legislation and EREA Policies and Procedures;
- Keeping the Regional Finance Manager informed of issues arising from work or the system so they can be addressed in a timely manner;
- Maintaining confidentiality at all times, particularly surrounding matters of sensitivity and privacy;
- Acting on behalf of EREA as a representative on Enterprise Bargaining Agreement (EBA) Board of negotiations (if required);
- Overseeing all Payroll enquiries via telephone calls and email, and delegating to the Payroll Team as necessary;
- Maintaining accurate and timely records for Workplace Gender Equality Reporting (WGEA);
- Training of school Payroll and Human Resource employees;
- Managing the WorkCover QLD premium and Return to Work programs (RTW);
- Providing advice to National Office and school employees in regard to Award, Agreement and EREA Policy information;
- Providing confirmations of employment, statements of service, separation certificates and other relevant external correspondence as required.

7.0 Additional Duties

Any other duties as they emerge or as requested by the Executive Director, National Director Stewardship or delegate. These additional duties will generally be mutually agreed by all parties.