



POSITION DETAILS	
Position Title: Payroll Officer	Line Manager: Payroll Manager
Organisation: EREA Colleges Ltd	State: Queensland
Budget Responsibilities: No	Direct Reports: No
ORGANISATIONAL CONTEXT	
<p>Edmund Rice Education Australia (EREA) Colleges Ltd operates 20 Catholic schools and Early Learning centres in the Edmund Rice tradition across Queensland, Western Australia, South Australia, Tasmania and Australian Capital Territory.</p> <p>As a part of the broader National EREA network, the organisation is shaped by the four touchstones of the Charter for Catholic Schools in the Edmund Rice Tradition: Gospel Spirituality, Liberating Education, Inclusive Community and Justice and Solidarity.</p>	
POSITION OVERVIEW	
<p>The Payroll Officer is responsible for preparing and processing the delivery of payroll to all EREA National Office, QLD Schools and Flexi Schools employees in a timely and accurate manner.</p> <p>Although the Payroll Officer services various EREA networks, the role is based in Brisbane and sits within Edmund Rice Education Australia (EREA) Colleges Ltd (the Governing Body for 20 Catholic schools in the Edmund Rice tradition across Queensland, Western Australia, South Australia, Tasmania and Australian Capital Territory).</p>	
RESPONSIBILITIES	
<ul style="list-style-type: none">• Preparing and processing end to end payroll accurately and in a timely manner.• Maintaining and updating staff database on a regular basis.• Processing and reconciling staff leave on a regular basis.• Providing advice on payroll related matters, including compliance with agreements, legislation and policies and escalating any issues / concerns up.• Working with external companies to reconcile salary packaging, charities, union, government agency, super payments and deductions.• Generating monthly and ad hoc payroll and leave reports.• Maintaining payroll filing and archiving as necessary.• Working collaboratively with the finance team to assist where required.• Performing other duties within the accountability and level of the role as they emerge and as requested by the Payroll Team Leader or Payroll Manager. These additional duties will, in general, be mutually agreed by all parties.	



KEY SELECTION CRITERIA

Experience	<ul style="list-style-type: none">• 1-2 years+ experience in payroll officer role (preferred but not essential as training can be provided)
Skills	<ul style="list-style-type: none">• Experience with payroll systems & Super Clearing House• Strong attention to detail and high accuracy in data entry• Intermediate to advanced excel skills• Strong verbal and written communication skills• Ability to interpret industrial agreements• Ability to meet deadlines and can thrive under pressure• Ability to communicate with and educate non-financial individuals on payroll matters• Strong customer service focus• Strong initiative, the ability to problem solve and a willingness to learn• The ability to work autonomously and collaboratively in a team• Transparent communication skills• Resilience and capacity to adapt to changing legislation and organisational structure• Understanding of, and commitment to the values of a Catholic educational system of schools in the Edmund Rice tradition• A commitment to the ongoing and proactive protection and safeguarding of children, young people and adults at risk of abuse

HOW TO APPLY

To support your application, you will be required to provide a current CV and Cover Letter (2 pages max) highlighting your qualifications, experience and suitability for the role. Applications are to be submitted and addressed to Mrs Sharyn Finn, Chief Financial Officer, EREA Colleges Ltd.

For more information about this role or any general enquiries, please contact EREA Colleges HR ereacollegeshr@erea.edu.au

This role will remain open until such time that a successful candidate is appointed.

EREA COLLEGES LTD. EXPECTATIONS

A commitment to the Catholic ethos in the Edmund Rice tradition.

Employees are required to read, understand and comply with all organisational policies, procedures and reasonable direction, while demonstrating professional workplace behaviour in accordance with the EREA Colleges Ltd. Code of Conduct.

A valid Working with Children Card is an essential condition of employment.



CHILD SAFEGUARDING RESPONSIBILITIES

EREA Colleges Ltd 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 Colleges Ltd is committed to ensuring the safety, well-being 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 Colleges Ltd, to comply with our Child Safeguarding Program, including our Child Safeguarding policies and procedures, the 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.

Disclaimer: This position description does not form an exhaustive list of your duties. You may be required to undertake other tasks and activities, in accordance with your role level, as required by the business from time to time. The organisation reserves the right to amend or update your position description in accordance with business needs and in consultation with you.