

**POSITION DESCRIPTION****Payroll Officer**

POSITION DETAILS	
Position title:	Payroll Officer
Reports to (position title):	Payroll Manager
Organisation:	EREA Colleges Ltd
FTE:	1.0 (Full Time)
Expected level of contact with Children: <i>(In accordance with Child Safeguarding Standards Framework)</i>	Casual Contact
Location:	Brisbane
Direct reports:	No
Budget responsibilities:	No
Approved:	May 2025

1.0 Vision

Founded in values espoused in the Gospel, Edmund Rice Education Australia 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. EREA is a system of Catholic schools in the Edmund Rice tradition, operating nationally.

In all we do, we operate with Clarity, Accountability and Transparency.

2.0 Context

EREA Colleges Ltd (EREA Colleges) is a company limited by guarantee established by the Member (EREA Ltd) to lead 18 Colleges and two stand-alone ELC across five states of Australia. EREA Colleges is responsible for the strategic direction, financial management and legal obligations of its schools. Strict line-of-sight governance arrangements must be in place.

3.0 Position Purpose

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.

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.

4.0 Travel Required

Limited travel expected.

5.0 Key Responsibilities and Accountabilities

- 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, unions, 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

6.0 Key Attributes and Experience

- 1-2 years+ experience in payroll officer role (preferred but not essential as training can be provided)
- Experience with payroll systems and 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 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

Application Process

Please address your application to the Chief Financial Officer of EREA Colleges, Mrs Sharyn Finn, and email your application directly to ereacollegeshr@erea.edu.au

Your application should include:

1. Current Resume
2. Covering Letter, outlining reasons for your interest in and suitability for the position (no more than two pages)

All applications will be acknowledged within 24 hours by a response email from the EREA Colleges HR mailbox. For any enquiries about the role, please contact (07) 3737 6712.

All applicants will be subject to EREA Colleges legislative screening procedures. These checks are consistent with EREA Colleges' commitment to child protection policies and procedures.

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

The successful applicant must possess (or be eligible to obtain) and maintain a current Working With Children Check (Blue Card).

All applicants will be subject to EREA and legislative screening procedures. These checks are consistent with EREA's commitment to child protection policies and procedures.

Edmund Rice Education Australia is committed to ensuring the safety, wellbeing and dignity of all children and young people.

Aboriginal and Torres Strait Islander people are encouraged to apply.

Edmund Rice Education Australia is an Equal Opportunity Employer.

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 Colleges Ltd. policies, and to perform other position-related duties required to support EREA's compliance with its legislative obligations. Through consultation with the employee, EREA Colleges may vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

EREA COLLEGES LTD. EXPECTATIONS

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

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

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

CHILD SAFEGUARDING RESPONSIBILITIES

EREA Colleges 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.