

# POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Team Leader - Payroll
<b>LOCATION:</b>	Southport
<b>REPORTING TO:</b>	People and Culture Manager
<b>DEPARTMENT:</b>	Corporate Services

## PURPOSE STATEMENT

The Team Leader, is responsible for assisting in the development, performance and maintenance of the payroll activities of the organisation with responsibility for the day to day activities of the payroll team. Additionally, the position will assist in the processing of group payroll.

## OUR VISION

To improve social equity through having more people in jobs, more people learning new skills, and more communities exposed to positive change.

## OUR MISSION

- To promote training, employment and workforce planning solutions to employed, under-employed and at risk members of our Communities, with particular emphasis on youth.
- To provide bridging assistance where government and community resources are lacking.
- To assist new and existing businesses to grow and prosper through effective workforce planning.
- To create and maintain partnerships with other providers, industry groups and governmental agencies

## OUR VALUES

- **Inclusive:** People of all communities coming together as one team for common goals
- **Excellence:** We always strive to exceed
- **Resilience:** Equipped to meet challenges and exceed
- **Integrity:** We act with honesty and sincerity
- **Innovation:** Embracing new ideas and technology to stay ahead of change

## REPORTING

This position reports to the People and Culture Manager

## PRIMARY DUTIES

- Responsibility for the day-to-day activities of the payroll team;
- Responsibility to assist in the payroll team development, performance and payroll maintenance;
- Develop strong linkages between conditions, employment contracts, awards and entitlements;
- Payroll processing cover for team absences;
- Development of a formal salary review process across the Group;
- Complying with relevant awards and legislation;
- Support in the preparation and payment of all tax obligations including PAYG tax, Payroll tax, Superannuation Guarantee contributions;

- Ensuring accurate payroll transactions and payments;
- Liaise with ATO on any issues;
- Answering general payroll enquiries, including advice on awards, policies etc;
- Resolving payroll issues;
- Working closely with HR and Finance departments;
- Commitment to act in a manner which promotes and protects the safety and wellbeing of children and young people by adhering to the Child Safety National Principles and TBG's Child Safety policies and procedure.
- Any other tasks assigned which may be reasonably requested from time to time, which contribute to the success of the organisation.

### **PAYROLL REPORTING**

- Monthly payroll audit, working with the Finance Manager;
- Quarterly payroll data integrity review;
- Quarterly salary review;
- Annual CPI salary review and reporting to the Executives;
- Annual WGEA reporting for relevant Organisations within The Group;
- Annual WorkCover actuals and estimates reporting to the HSQ Manager for premium continuation;
- Ad hoc reporting where required.

### **PAYROLL/HR PROJECTS**

- Conduct a comprehensive review of the payroll systems and build a business case for a new payroll system, merging the Group employee and the GTO payrolls;
- Assist in a review and sourcing of a suitable HRIS, with particular attention to the needs of the payroll functions;
- Undertake a review of the current PBI Salary Packaging company/ies and source a more effective solution;
- Review pay cycles in the employee and GTO pay systems, developing a strategy and timeline for a consistent pay cycle transition across all Group functions.

### **KNOWLEDGE, SKILLS & EXPERIENCE**

- Comprehensive understanding and ability to accurately interpret Modern Awards and Enterprise Bargaining agreements;
- Knowledge of general payroll practices, procedures, operations and legislation;
- Deadline focused;
- Meticulous attention to detail and accuracy;
- Ability to investigate issues and find solutions;
- Honesty and integrity;
- Excellent written and verbal communication skills;
- Ability to work autonomously as well as part of a broader team;
- Advanced computer skills including, Microsoft Word and Excel;
- Experience working with payroll systems, with Microsoft Navision and Astute payroll systems an advantage.

### **QUALIFICATIONS**

- At least five years' experience in payroll;
- Bachelor's Degree in finance or Economics, Certificate III in Business or Certificate III in Financial Services will be advantageous.



This Position Description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. This position may include travel.

I have read and understood the duties and responsibilities required of me in this role.

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