



POSITION DESCRIPTION

STARTTS is committed to Equal Employment Opportunity (EEO) and anti-discrimination policies.

POSITION NUMBER: 1077

Date reviewed/created: May 2017

POSITION TITLE: Payroll Manager

TEAM: Finance

LOCATION: Carramar

AGREEMENT: "NSW (Non-Declared) Affiliated Health Organisations' Health Employees Agreement".

CLASSIFICATION: Health Manager Level 1

A generous salary packaging scheme is also offered.

PERIOD OF APPRAISAL: Performance will be assessed within 6 months of commencement and a 6 month probationary/qualifying period will also apply.

Background to STARTTS

STARTTS is a state-wide service funded by the NSW Department of Health and Commonwealth Department of Health to provide high quality assessment, treatment and rehabilitation services to people living in NSW who have experienced organised violence or trauma associated with the refugee experience. STARTTS is an Affiliated Health Organisation (AHO), a Non-Government Organisation whose services are deemed to be part of the NSW public health system.

STARTTS' service provision philosophy is predicated on a bio-psycho-social framework that incorporates a large range of clinical and psycho-social interventions informed by the latest advances in neuroscience and evidence based practice in relevant fields. As such, STARTTS provides a broad range of services including assessment; counselling for all age groups; psychiatric assessment and interventions; family therapy; group interventions; body-focused interventions such as massage, physiotherapy, acupuncture and pain management groups; support groups; programs for children and youth; and various strategies to increase the capacity of support networks and refugee communities to sustain their members.

The focus of the STARTTS' approach is on building capacity and empowering people and communities to take control over their own lives, using a strengths-based approach and building on individual, family, community and cultural strengths.

ORGANISATIONAL RELATIONSHIPS:

1. Responsible to: *Financial Controller*
2. Responsible for: *Nil*

SELECTION CRITERIA:

Essential Criteria:

1. Proven extensive experience in payroll processing and the use of a computerised payroll system (e.g. Preceda), or other relevant database.
2. Highly effective communication skills (verbal and written) including interpersonal capabilities and demonstrated ability to work collaboratively with a variety of stakeholders within and external to STARTTS building and maintaining professional relationships.
3. Demonstrated understanding of contemporary payroll processes and ability to interpret relevant legislation.
4. Well-developed numeracy skills, attention to detail and accuracy, problem solving skills and ability to work to deadlines.
5. Proven ability to work effectively autonomously and as part of a team and relate effectively with employees on all levels.
6. Demonstrated organisational skills and experience working in a high volume and demanding professional environment with a capacity to prioritise competing demands and achieve results within a customer focused approach.
7. Demonstrated understanding of confidentiality and privacy issues within the workplace in a payroll context.
8. Demonstrated extensive experience using MYOB accounting system, Microsoft Office suite, particularly Excel and Word.

Desirable Criteria:

1. Knowledge of NSW Health awards, leave entitlements and classifications.
2. Knowledge of salary packaging function.
3. NSW driver's licence

*This position is not considered child-related employment and will require a National Criminal Record Check.

BRIEF DESCRIPTION OF ROLE

The Payroll Manager is part of the finance team, and provides payroll services to STARTTS workforce. The Payroll Manager is required to assist in the timely preparation of payroll related data, statistics, and other reports from the Payroll System. The Payroll Manager will assist in the provision of timely advice to management and employees on a range of payroll related matters. The Payroll Manager has specific functional duties within the finance team including Data Input, Quality Assurance or Pay-run Processing.

PRIMARY OBJECTIVES:

1. To contribute to the provision of high standard Payroll Management at STARTTS.
2. In association with the Financial Controller, identify areas of improvements and establish account systems for STARTTS routine financial activities.
3. To manage and enter payroll data into STARTTS payroll electronic system and reporting.
4. To record financial information related to Accounts Receivable into MYOB, including revenues received from grant and fee for service funding.
5. To manage STARTTS salary package payments and reports accurately.
6. Maintaining and give effect to Payroll Management procedures within STARTTS and support Accountant and Financial Controller.

PRIMARY DUTIES:

1. Payroll Management and Accounts Receivable support

- 1.1. Ensure the provision of an efficient, effective and comprehensive payroll service in accordance with relevant legislation, Industrial Awards, Enterprise Agreements, NSW Health and other related instructions.
- 1.2. Establish and maintain efficient communication with the employees and senior management of the organisation, including fostering effective teamwork and business relationships.
- 1.3. Provide input on formulating STARTTS' policies and procedures relating to Payroll and Accounts.
- 1.4. Prepare payroll related reports for the Financial Controller as requested and needed.
- 1.5. Ensure leave accruals comply with STARTTS' Enterprise Agreement and NSW Health leave conditions.
- 1.6. Manage the fortnightly payroll entries including leave taken, adjustments, salary package, termination, prepayments, lump sums, back payments.
- 1.7. As advised by HR Manager, process changes in payroll system in relation to employees' salaries, adjusting employees increments, regrades, Higher Grade Duties, change on employees' work patterns, salary sacrifice, after tax deductions including fleet contribution.
- 1.8. Provide regular reports of excess leave accruals to senior management.
- 1.9. Provide monthly report to Fleet Officer on fleet contributions and employees' leave information as necessary to Data Information Manager.
- 1.10. Assist the organisation to meet its taxation, superannuation and other legislative and statutory obligations through processing and preparation of related reports, forms and other documentation as requested.
- 1.11. Contribute to identifying payroll errors and implementing corrective action where required to ensure employee payments are processed accurately and database integrity is maintained.
- 1.12. Liaise with salary package provider regarding salary package deduction reports, input on report adjustments and final FBT reporting.
- 1.13. Process Accounts Receivable and money received from funding bodies, as well as for sales and service provided to third parties.
- 1.14. To assist Accounts Payable and Accountant when nominated officers are on leave.
- 1.15. Interface payroll reports with accounting system.

2. Communication

- 2.1. Liaise with and seek advice from HR Manager where relevant.
- 2.2. Provide a responsive, accurate client service on payroll matters.
- 2.3. Attend relevant meetings.
- 2.4. Liaise with Management, employees and Team Leaders as appropriate and as needed.

3. Quality Improvement and Risk Management

- 3.1. Contribute to checking, quality control and maintenance of records to ensure accuracy, service quality and data integrity.
- 3.2. Participate and generate quality improvement initiatives/strategies for area of work.
- 3.3. Implement ongoing review processes relating to payroll management including quality assurance, forms design, documentation and auditing.

- 3.4. Regularly evaluate services within payroll to establish the extent to which needs and expectations of customers are being met.
- 3.5. In consultation with manager initiate best practice models and change management practices in relation to STARTTS payroll administration.
- 3.6. Ensure compliance to STARTTS policies and procedures

4. Personal

- 4.1. Participate in STARTTS Performance Management program.

5. Other

- 5.1. Perform other duties as required

Equal Employment Opportunity and Employees Relationships:

- STARTTS is an Equal Employment Opportunity (EEO) employer and encompasses its philosophy and practice.
- STARTTS rejects racism and sexism in all its forms and is committed to the elimination of racial and gender discrimination including direct and indirect racism and sexism, racial vilification, and harassment.

STARTTS Workplace Policies

You must observe and comply with the provisions set out in any and all written policy, practice or procedure of STARTTS. A breach of STARTTS' policies, practices and procedures may result in disciplinary action up to and including termination of your employment.

Work Health & Safety responsibilities:

- Comply with STARTTS WHS policies and procedures.
- Work with due care and consideration to safeguard your own health and safety and the health and safety of others, and to report to your Supervisor any potential hazards, mishaps, incidents or injuries that may occur or become aware of during the course of work.

Risk management responsibilities: All employees have a responsibility to identify any risks (ie the chance of something happening that will have an impact on the objectives of the organisation) in the course of their work and to inform their supervisor, as per the *STARTTS Risk Management Policy and Program*.

Smoke-free Workplace

STARTTS is completely smoke-free. This means that smoking is not allowed in any STARTTS' buildings, vehicles or grounds, there are no designated smoking areas. As an employee you are required to comply with the 'Non-smoking' Policy.

I have read the **Payroll Manager** Position Description, understand its contents and agree to work in accordance with the requirements of the position. I understand and accept that I must also comply with STARTTS' policies and procedures and can be required to work in any location under the jurisdiction of STARTTS.

I also agree to strictly observe STARTTS' policy on confidentiality of client information or such other sensitive or confidential information that I may come across in the course of my employment.

Employee Name: _____
Please print

Employee
Signature: _____ **Date:** _____

CHIEF EXECUTIVE OFFICER: Jorge Aroche

Signature: _____ **Date:** _____

Next position description review due: May 2019