



Position Description – Payroll Officer

Role Title	Payroll Officer
Team	Finance
Remuneration (if applicable)	FTE \$75,000 -\$80,000
Award and Grade (if applicable)	N/A
Employment Type	Permanent Part-Time (0.5 FTE)
Reports to (Name)	Leanne Brownscombe
Reports to (Position)	Financial Controller
Direct Reports (Position)	Nil

Vision, Mission and Values

Vision: Love over hate

Mission: Creating community with no 'us and them'

Values (customers):

Openness (No secrets): We have a profoundly simple mission, which is to create a community, and our message and work are undiluted with other agendas.

Teamwork (No cowboys): Our goal of creating community is also our method. We work in a collaborative way to invite people out of singular, individual life into the risky and healing place of community.

Patience (No rush): We cannot make people change. If we could, we'd be guilty of manipulation of some kind. Instead we are on the lookout for sparks of life, signs that people long for better, and we look to engage and help people move to better days and better health.

Courage (No complacency): It takes courage to confront people who've lost hope and invite them into the world of relationships with responsibility. Wayside is not an intensive care unit but an invitation into life and community.

Respect (No Judges): People have the right to make their own decisions. People have the right to make bad decisions. People who choose singular misery or even death deserve to have their rights respected. Wayside's mission is not to fix people but to love them and be with them, knowing that if they are really met, they'll really move toward health and life.

Values (staff and volunteer relations):

Stand Back: Recognise that we are each necessary, significant but not central. The mission evaporates when we are central. Take a step back when our emotions are high and cool off. When central, the important thing is how we feel and the most pressing need is to express our feeling. When necessary, significant but not central, in a time of difficulty, the most important thing is to ask "what facts do I not have" and "who can I talk to for reliable clarity"

Speak Well: Identify and appreciate the strengths in colleagues. Recognise that every-one's strengths are also their weaknesses, if we look for weakness, we'll find it

and if we look for strength, we'll find it. An atmosphere where colleagues are habitually talked up behind their backs will create an unbeatable team.

Embrace Errors: Accept when you have made a mistake, that an opportunity to learn is present. Learning is lost when we spend energy covering our arse or blaming others. Nothing is more liberating than the security it takes to admit that your performance did not cover you or the team in glory. Helping each other embrace moments of learning will build a team that can overcome anything.

Be Kind: We do an excellent job of being kind with our visitors, lets also be kind with each other. Kindness is implicit in our vision and our mission. Kindness is not a matter of feeling anything but a matter of acting and participating. You might feel uncomfortable but kindness will give the benefit of the doubt or begin an uncomfortable but direct discussion.

Position Summary

Wayside Chapel is a Parish Mission of the Uniting Church of Australia with operations in Kings Cross and Bondi Beach. Wayside seeks 'to create a community of no us or them' via a range of programs seeking to build community and end loneliness. It supports two community centres, outreach services, a youth employment pathway, a range of cafes and op-shops under its Social Enterprise Group. Wayside employs over 100 staff and has an annual turnover of \$12 million.

The Payroll Officer is responsible for the full payroll function. The role effectively and efficiently manages all activities associated with the processing cycles whilst providing a quality and efficient service to all internal and external stakeholders. The role works closely with People & Culture staff and other Finance team members and provides support to the wider finance team if and when required.

The key software programs currently in use to support the payroll function are Xero and Employment Hero – HR and Payroll modules.

Position Purpose

- Encouraging financial maturity
- Reporting on the performance of strategies and tactics
- Measuring the impact of proper internal controls
- Developing reporting mechanisms as a collaboration with Wayside's internal partners

Key Accountabilities & Responsibilities

Payroll:

- Management and processing of complete payroll function including new employee set up, various award interpretations and compliance, record management, timesheet collation, leave and termination calculations and superannuation administration ensuring awards and other legislative and statutory requirements are adhered to and met.
- Management and processing of stipends and associated allowances for ministers and pastors within the rules of the Uniting Church.
- Accurate closing of payroll within prescribed deadlines.
- Liaison with ATO regarding Single Touch Payroll (STP) when required.
- Provide data for the annual Wage Gender Equality Agency report; lodgement and reporting to the ATO as well as other periodic reporting.
- Periodic internal reporting on payroll KPIs and process measures.
- Provide data for the annual compensation report.
- Provide payroll data for input into annual budget and forecasting process.

- Support workers compensation insurance and claims administration process for payroll related matters.
- Ongoing implementation and administration of payroll related systems and functions including Employment Hero – HR and Payroll modules and other systems when required.
- Understanding of and implementation of salary packaging components in a not for profit organisation.

Undertake a reconciliation of award employees that has an annualised salary arrangement in place, every 12 months after the arrangement starts, when the arrangement ends, or when the employment ends. To ensure that salaried employees have been paid at least the same amount they would have been paid under the award if they weren't on an annual wage.

General Duties:

- Identify and recommend improvements of procedures and systems to maintain and increase efficient operations.
- Ensure compliance with all Wayside policies and process at all times.
- Perform other duties if and when required to support the finance function.
- Demonstrate professional, positive and constructive behaviours and work collaboratively as a team player within the Finance team and with staff within Wayside.

Wayside Support and Team Values

- Actively contribute to the Wayside team and team meetings.
- Contribute to effective communication within Wayside.
- Demonstrate loyalty to professional colleagues within Wayside.
- Maintain confidentiality of organisational information in accordance with policy and employment contract obligations.
- Actively demonstrate behaviours consistent with Wayside Team Values

Quality Administration

In consultation with the Financial Controller:

- Establish and maintain performance standards for relevant administrative functions.
- Respond to customer feedback on improving processes and procedures.
- Maintain administrative accuracy and due attention to detail.

Professional Development

- Evaluate personal and professional performance and undertake personal and professional development programs in consultation with key stakeholders.
- Demonstrate an active commitment to ongoing personal and professional development.
- Participate in the performance review/feedback process.

Work Health Safety (WHS)

- Maintain duty of care of own health and safety and all others in the workplace.
- Comply with workplace WHS instructions, policies and procedures.

- Report workplace hazards and risks to employer.
- Undertake WHS training as required.

Other

- Engage in other duties commensurate with experience and within the scope of this role.
- Follow legal requirements and organisation policies and procedures.

Key Performance Indicators

- Evidence of active support for the work of the Wayside Chapel
- Evidence of performing satisfactorily according to the key responsibilities outlined in this document. Details will be specified as part of the annual performance review process.
- Evidence of service delivery to agreed standards and positive feedback from customers, Wayside and Regions.
- Evidence of effective collaborative, professional relationships and communication within Wayside and behaviour consistent with Wayside team values.
- Evidence of timely and accurate documentation and records.
- Evidence of engagement in appropriate professional development and application to role.

Qualifications, experience and competencies (selection criteria)

- Experience (5+ years) in payroll function.
- Demonstrated understanding of award system and latest legislation requirements.
- High level of written and verbal communication skills.
- Proficient in Microsoft Office suite and payroll software.
- Exceptional attention to detail.
- Ability to work cooperatively with others.
- Evidence of commitment to remain up to date with legislative and other requirements.
- Utmost discretion and confidentiality.
- Ability to meet deadlines.
- Willingness to adopt new methods and processes in a systems-based approach.
- Experience with Employment Hero – HR and Payroll modules desirable.

Key Relationships

Who	Why
Internal	
Financial Controller	<ul style="list-style-type: none"> • Support and promote best practice and practical initiatives and delivery across partnering areas of Wayside • Escalate sensitive issues, receive guidance on proposals and recommended solution(s) • Keep informed, advise, and provide regular updates on service delivery and priorities • Participate in discussions and decisions and share information on collaboration with area
Finance Team	<ul style="list-style-type: none"> • Work collaboratively, share information, and discuss best practices, innovations, processes and policies
People and Culture Team	<ul style="list-style-type: none"> • Work collaboratively, share information, and discuss best practices, innovations, processes and policies • Escalate sensitive issues, receive guidance on proposals and recommended solution(s)
Wayside Employees	<ul style="list-style-type: none"> • Provide guidance, advice, and support in delivering people focused Payroll services • Develop and maintain effective working relationships and open channels of communication • Manage the flow of information to facilitate, negotiate and influence positive outcomes and solutions
Payroll and Finance	<ul style="list-style-type: none"> • Work collaboratively with and inform of any changes to employment conditions • Ensure Employment HERO is up to date with accurate employee changes
External	
Superannuation Funds ATO Maxxia	<ul style="list-style-type: none"> • Develop and maintain collaborative relationships with vendors • Liaise with external stakeholders