



## Women's Safety Services SA

### Job & Person Specification - Corporate

<b>Position Title:</b>	Payroll Specialist		
<b>Classification:</b>	Level 4, SCHADS Award		
<b>Location:</b>	Mile End/ Head Office		
<b>Last Reviewed</b>	29/12/2021	<b>Review Due</b>	29/12/2022

<b>Role Reports to:</b>	Reports to Finance & Systems Team Leader
<b>Direct Reports:</b>	<ul style="list-style-type: none"><li>n/a</li></ul>

#### KEY PURPOSE OF THE POSITION

The Payroll Specialist provides a broad range of payroll services to all WSSSA employees, including end to end processing of fortnightly payroll, and the provision of a high quality payroll advice and support. The role is responsible for ensuring that salaries and expenses are administered within the regulatory framework, and that financial management support is provided to ensure efficient and accurate financial and administrative functions are delivered in line with WSSSA values and principles.

#### THE ORGANISATION

WSSSA is a women's and children's domestic and family violence service that provides an integrated response to its clients through the provision of specialised, accessible and flexible models of service delivery. WSSSA has a strong and varied history, delivering services across diverse cultures and backgrounds. Our practice model is underpinned by a safety first approach which seeks to ensure that the safety and empowerment of women and their children is paramount in all aspects of service delivery and advocacy.

#### VALUES AND PRINCIPLES

We value and are committed to:

- Safety
- Diversity and Equity
- Respect
- Responsiveness, Flexibility and Innovation
- Knowledge and Accountability
- Community responsibility

#### KEY WORKING RELATIONSHIPS

- Responsible for the provision of payroll administrative services and support
- Accountable to the Finance & Systems Team Leader
- Work groups/ functions internally or external stakeholders



<b>KEY RESULT AREAS</b>
<ul style="list-style-type: none"> <li>• Provide end to end payroll administration and reporting to deadlines, including calculation and processing of pay rates, penalties, allowances and leave entitlements, in accordance with relevant Awards and Enterprise Agreements;</li> <li>• Administration of the payroll and timesheet systems, ensuring accurate employee records and system parameters are set and maintained, ensuring changes are reviewed and verified by Finance &amp; Systems Team Leader</li> <li>• Perform transactional tasks and administration relating to tax, superannuation, deductions and salary packaging and provide accurate information to external parties in a timely and accurate manner;</li> <li>• Liaise with external Accountant to assist with preparation of Business Activity Statements (BAS), PAYG, Return to Work reimbursements and Leave provisions;</li> <li>• Prepare calculations and processing of termination pays, redundancies, advanced pays, back pays and adjustments where required;</li> <li>• Respond to payroll queries and proactively resolve timesheet or payroll issues with relevant Managers and employees;</li> <li>• Maintain accurate employee records and ensure payroll and related electronic records are kept updated.</li> <li>• Produce reports for Management to support system integrity, to flag key dates, and to meet audit requirements;</li> <li>• Complete end of month and end of year procedures and assist external Accountants to process payment summaries in line with ATO requirements;</li> <li>• Compile statistical reports, statements, and summaries related to pay and benefits accounts, and submit them to appropriate departments;</li> <li>• Ensure accuracy of Payroll integration to general ledger;</li> <li>• Maintain updated knowledge of relevant Enterprise Agreements, Awards and legislation impacting payroll;</li> <li>• Assist to evaluate and analyse existing payroll policies, procedures and business processes and implement changes and/or quality control measures to ensure best practice payroll operations;</li> <li>• Assist with implementing new systems and processes, functional and use acceptance testing and training of staff</li> <li>• Assist with external and internal audits;</li> </ul>

<b>PERSON SPECIFICATION</b>
<b>Essential Qualifications</b>
<ul style="list-style-type: none"> <li>• Finance related qualification desired</li> </ul>
<b>Competencies and Experience</b>
<ul style="list-style-type: none"> <li>• High level of attention to detail and initiative to work and problem solve autonomously;</li> <li>• Strong interpersonal skills with the ability to communicate effectively with internal and external stakeholders, and constructively negotiate, advocate and resolve conflict;</li> <li>• Ability to work collaboratively within a team environment and contribute to the attainment of team goals;</li> <li>• High level written administration and computer skills.</li> </ul>



- Reliability and the ability to maintain confidentiality is essential;
- Strong aptitude for business improvement, with a creative and flexible mindset to propose new ways of working, as well as write payroll and finance related policies and procedures.
- Excellent time management skills including the ability to plan, set priorities and to meet deadlines, with flexibility to alter priorities to meet changing demands.

#### **SPECIAL CONDITIONS**

- Current full Driver's License and able to drive;
- The incumbent is required to satisfactorily complete a Department Human Services Child Related Screening and National Police Check;
- Fully vaccinated with TGA approved COVID-19 vaccination or hold a valid medical exemption authorised by the Chief Public Officer
- Must be able to work outside normal hours when required.

#### **GENERAL DUTIES & RESPONSIBILITIES**

- Faithfully and diligently, perform the duties consistent with this position as may be varied from time to time by the organisation.
- Comply with all laws applicable to the performance of this position and not to enter into any arrangements or understandings that conflict with your duties as a team member of the organisation.
- Ensure the health and safety of yourself and others by complying with WSSSA's Work, Health & Safety policies, procedures and guidelines.
- Ensure work is performed in alignment with WSSSA values and practice framework, and the WSSSA Code of Conduct

#### **Duty as a Public Officer**

- As a Public Officer, as per the Independent Commissioner against Corruption (ICAC) definition, you have a mandatory reporting obligation to report to the Office for Public Integrity (OPI), any conduct that you reasonably suspect raises and issue of corruption, or serious or systematic misconduct or maladministration in public administration. As a Public Officer your own conduct could be subject of a report to the OPI and as a result you could be investigated for corruption.

<b>Prepared by</b> <b>Name:</b> Ivana Situm-Bancevic <b>Role Title:</b> Finance & Systems Team Leader	<b>Date:</b> 29 Dec 2021
<b>Approved by</b> <b>Name:</b> Joanne Mitchell <b>Role Title:</b> General Manager Shared Services	<b>Date:</b>
<b>Signed by President of WSSSA:</b>	<b>Date:</b>