



Title: Payroll Officer (0.5 FTE)
Level: Level 7
Department: Corporate and Community Services

1. Position Objectives

- Responsible for timely and accurate processing of the fortnightly payroll for approximately 80 employees within the Town of Cottesloe.
- This role involves managing payroll systems, performing reconciliations, processing complex calculations, conducting end-of-month and end-of-year processes, assisting with annual audits, and ensuring compliance with relevant legislation, policies, and procedures.
- Provides support to staff regarding payroll-related queries.

2. Key Responsibilities

2.1 Payroll Administration & Processing

- Process the fortnightly payroll using Civica Authority and Datacom Datascape and DataPay, ensuring accurate timesheets, leave balances, and other payroll data in compliance with the Enterprise Bargaining Agreement, Local Government Industry Award, National Employment Standards, employment contracts, the Fair Work Act, and relevant legislation.
- Verify and input timesheets in preparation for payroll processing.
- Calculate and apply adjustments such as allowances, leave, overtime, penalty rates, higher duties, and deductions, ensuring correct application of the Town's policies.
- Process payroll adjustments as directed.
- Ensure the timely and accurate execution of Electronic Funds Transfers (EFT) for payroll payments.
- Reconcile payroll with the general ledger and resolve discrepancies on a fortnightly basis.
- Maintain employee details, including superannuation, allowances, deductions, tax, personal and bank details.
- Process new starter documentation and ensure proper entry into the payroll system.
- Administer employee superannuation, including set-up and organising payments to superannuation fund of choice through superannuation clearing house.
- Manage PAYG, and other statutory deductions, including preparation and submission of reconciliations to meet ATO deadlines.
- Submit via Single Touch Payroll (STP) annually and generate income statements .

POSITION DESCRIPTION – PAYROLL OFFICER

- Process and reconcile applications for superannuation, Child Support, Health Funds, and Paid Parental Leave promptly; liaise with Services Australia regarding child support and parental leave payments as required.
- Perform end-of-month and end-of-year payroll tasks, including STP reconciliation, reporting, and final lodgement.
- Manage salary recoupment and leave liability payments as required.
- Liaise with other local governments and maintain the register regarding long service leave entitlements and transfers.
- Coordinate with the Town's insurer and People & Culture Manager regarding Workers' Compensation payments.
- Maintain confidentiality and professionalism in handling sensitive payroll information.
- Other duties as requested by management which may be reasonably expected within the scope of the classification level and skill base of the position.

2.2 Compliance & Reporting:

- Stay updated with ATO regulations, National Employment Standards, and the Fair Work Act regarding payroll, taxation, and superannuation, ensure compliance with legislative requirements.
- Support the completion of end-of-year reporting, including payroll reconciliations.
- Ensure payroll records are maintained in accordance with audit requirements.
- Assist with annual audits and provide documentation and reports as required.
- Prepare various reports and correspondence related to payroll functions and administrative tasks for internal and external stakeholders, including Department of Social Services, Australian Bureau of Statistics returns and payroll certification as required

2.3 Employee Support & Queries:

- Serve as the primary point of contact for payroll-related inquiries from employees.
- Advise employees on payroll matters, including deductions, leave entitlements, and payslip discrepancies.
- Interpret and clarify payroll-related policies, agreements, and legislation.

2.4 System Management & Process Improvement:

- Maintain and optimise payroll processes to ensure efficiency and accuracy.
- Identify and recommend improvements in payroll administration for increased efficiency.
- Ensure smooth integration of payroll systems with other HR and finance platforms.

2.5 Safety

- Demonstrate personal responsibility towards proactively ensuring both a physically and psychologically safe work environment for all
- Timely and accurate escalation, reporting and documenting of safety hazards and incidents
- Commitment to and application of Town Policies including: Equal Employment Opportunity, and Work Health and Safety (WHS)

2.6 Accountability

- Active participation, professional cooperation and collaboration with internal and external stakeholders

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- Adherence to and demonstration of the values and behaviours as defined in the Town of Cottesloe Code of Conduct for Employees (2021)

3. Selection Criteria

3.1 Essential

- Significant practical experience as a Payroll officer
- Diploma or certificate in payroll administration, or equivalent experience
- Demonstrated knowledge of the application and interpretation of Awards and Enterprise Agreements in a payroll context
- Strong mathematical and numeracy skills
- Sound demonstrated knowledge of Taxation and Superannuation requirements
- Excellent attention to detail and accurate data entry skills
- Ability to work autonomously with limited supervision, and use professional judgement where appropriate
- Organised, methodical and able to meet strict deadlines
- Excellent internal customer service
- Demonstrated understanding of the meaning of and requirement for confidentiality
- High level computer skills including experience using payroll software
- Advanced MS Office skills, especially Excel and Word

3.2 Desirable

- Experience using Civica Authority and/or Datascape and DataPay
- Experience in the Local Government sector

4. Appointment Conditions

- Current National Police Clearance (within six months)
- Pre-employment Medical Clearance
- Evidence of Australian working rights
- Evidence of Qualifications (as relevant)

5. Organisational Relationships

5.1 **Responsible to:**

Finance Manager

5.2 **Internal and External Liaison:**

Internal: Director Corporate and Community Services
Manager People and Culture
All Staff

External: Superannuation Providers
Other Local Governments and State Government Departments and Agencies

6. Extent of Authority

POSITION DESCRIPTION – PAYROLL OFFICER

Works under general direction from the Finance Manager within the constraints imposed by Council’s directives, procedures, processes, policies and legislation. Ability to operate professional judgement and decision making within established parameters.

7. Award and Agreement Coverage

- *Town of Cottesloe Enterprise Bargaining Agreement 2022;*
- *Local Government Industry Award 2020;*
- *Industrial Relations Act 1979; and*
- *Minimum Conditions of Employment Act 1993 (WA)*

Prepared by: Manager People and Culture
Supervisor: Manager Finance
Date prepared: 12 May 2023
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Signed: _____ Date: _____
Employee

Signed: _____ Date: _____
Manager Finance

Signed: _____ Date: _____
Chief Executive Officer