**Position Description  
Payroll Supervisor**

|  |  |  |  |
| --- | --- | --- | --- |
| **Branch** | **Finance, Procurement and Fleet** | **Position Grade** | **15** |
| **Division** | **Corporate Strategy and Resourcing** | **Position Status** | **Permanent Full-time** |
| **Reports To** | **Deputy Chief Financial Officer** | **Standard Hours Per Week** | **35** |
| **Direct Reports** | **1.51FTE** | **Position Delegations** | **Yes** |
| **Indirect Reports** | **Nil** | **Position Budget Responsibility** | **Nil** |
| **Position Number** | **2FP017** | **Award** | **Local Government (State) Award** |
| **Date PD Authorised** | **11/01/2021** | **Award Band** | **Prof Band 3 Level 3** |

The Opportunity

The role of the Payroll Supervisor is to:

* Oversee the efficient processing and payment of Council employees in accordance with relevant legislative and award requirements and in line with Council’s policies and procedures;
* Provide accurate and timely information and advice to external and internal clients.

Key Responsibilities

1. Provide leadership and direction to the Payroll Team.
2. Coordinate the fortnightly payment of Council employees.
3. Maintain all payroll records and documentation, including allowances, overtime, leave requests, timesheets and other relevant documentation in accordance with Council’s policies and records management procedures.
4. Ensure the timely preparation, reconciliation and remittance of Council’s taxation obligations (including STP and payroll tax).
5. Ensure the timely preparation, reconciliation and remittance of employee superannuation contributions.
6. Ensure the timely preparation of separation payments in accordance with Council adopted procedures and where required, preparation of certificates of service.
7. Ensure Council’s payroll system is updated to accurately reflect Council’s adopted organisation structure, current employee details and employment conditions.
8. Monitor, develop and make recommendations for improvement to Council’s payroll system, including the review of internal controls and integration with other systems.
9. Work closely with other branches of Council to ensure the accurate costing of employee expenditure in the General Ledger.
10. Ensure the reconciliation of salaries and wages, superannuation and workers compensation accounts are completed monthly.
11. Ensure Council leave liability records are reviewed and reconciled on a quarterly basis and agree with Council’s General Ledger.
12. Ensure annual workers compensation declaration of wages is completed within agreed timeframes.
13. Assist with the preparation of the Annual Financial Report within the area of the position’s responsibility.
14. Contribute to Council’s monthly corporate reporting framework through the provision of relevant, accurate and reliable staff related reports.
15. Ensure that all correspondence in respect of payroll matters is responded within 14 days.

*Note: An employee may be directed to carry out such duties that are within the limits of the employee’s skills, competencies and training.*

**Essential Criteria**

1. Demonstrated experience in a senior payroll position with the ability to prepare complex reconciliations and the completion of financial reports.
2. Strong spreadsheet and database skills within the Microsoft Office Environment.
3. Excellent customer service and communication (verbal and written) skills.
4. Ability to drive change through policy, procedural and system improvements.
5. Demonstrated capacity to coordinate and mentor staff.
6. Good analytical and problem-solving skills.
7. High attention to detail and ability to prioritise and complete tasks efficiently and to deadlines.
8. Demonstrated experience with the Microsoft Suite.
9. Current NSW Driver’s Licence (Class C).

**Desirable Criteria**

* Knowledge of Council’s Payroll Software (Chris21) and Financial Software (Finance One).
* Local Government Experience.
* Well-developed ability to interpret and apply the Local Government Award.

**Physical Requirements**

The position may have some or all of the following requirements:

* Keyboarding / Data Entry (repetitive)
* Sitting for lengthy periods (repetitive)
* Climbing stairs (within building)

**Capabilities**

Council has adopted the Local Government Capability Framework which describes the core knowledge, skills and abilities for a role, expressed as behaviours, and which set out the clear expectations about performance in Council: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for all employees.

Council’s Capability Framework provides the platform for annual performance appraisal so that there is a common basis for learning, professional development and salary progression.

Below is the full list of capabilities and the expected level of competence required for this position. The ones in bold are the essential capabilities. The ones in italics are focus capabilities specific for this position. The ones where the level is blank are not core capabilities but may still be important. More detailed information is contained in your annual Personal Performance Plan.

**Essential and Focus Capabilities**

The essential and focus capabilities for the position are those judged to be most important at the time of recruiting to the position. They are the ones that an employee is rated on as part of their annual Performance Assessment.

|  |  |  |
| --- | --- | --- |
| **Local Government Capability Framework** | | |
| **Capability Group** | **Capability Name** | **Level** |
| **Personal Attributes** | Manage Self | N/A |
| ***Display Resilience & Adaptability*** | ***Advanced*** |
| **Act with Integrity** | **Adept** |
| **Demonstrate Accountability** | **Advanced** |
| **Relationships** | **Communicate and Engage** | **Advanced** |
| **Community and Customer Focus** | **Advanced** |
| **Work Collaboratively** | **Adept** |
| Influence and Negotiate | N/A |
| **Results** | ***Plan and Prioritise*** | ***Adept*** |
| **Think and Solve Problems** | **Advanced** |
| Create and Innovate | N/A |
| ***Deliver Results*** | ***Advanced*** |
| **Resources** | Finance | N/A |
| **Assets and Tools** | **Adept** |
| ***Technology and Information*** | ***Adept*** |
| Procurement and Contracts | N/A |
| **Workforce Leadership** | **Manage and Develop People** | **Advanced** |
| **Inspire Direction and Purpose** | **Adept** |
| **Optimise Workforce Contribution** | **Advanced** |
| **Lead and Manage Change** | **Intermediate** |

**Acknowledgement**

I have read and accept the above terms, conditions and duties of this position, as outlined in this position description.

In addition, I acknowledge the delegations for this position that have been sub delegated by the General Manager in accordance with section 378(2) of the Local Government Act 1993 and these may be subject to change without notice by the General Manager.

*Please Note: Position descriptions may be reviewed from time to time if warranted due either to changes to the scope and responsibilities of the role or external influences that place different demands on local government. All reviews of this position description will be undertaken in consultation with the role incumbent.*

|  |  |  |
| --- | --- | --- |
|  |  |  |
| *Employee Name (Print)* |  | *Witness Name (Print)* |
|  |  |  |
| *Signature* |  | *Signature* |
|  |  |  |
| *Date* |  | *Date* |