# PAYROLL OFFICER

When hiring a new employee it is important to provide them with a position description outlining, among other things, the tasks the employee will be required to undertake and the skills and knowledge needed to perform the role.

The following template may assist employers in developing a position description. The template can be easily modified to meet the requirements of the business. Be advised that information contained in this template is general in nature. If you are unsure about how best to write a position description that is suited to your workplace, please call the Workplace Relations Advice Line on (03) 8662 5222.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

Disclaimer

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## POSITION DETAILS

|  |  |
| --- | --- |
| Position Title: | Payroll Officer |
| Job Type: | Permanent full-time |
| Hours of Work: | For example:  38 hours per week, Monday to Friday. |
| Reports to: | Finance Manager |
| Award: | *A number of awards may be applicable, please call the Victorian Chamber* |
| Date of Appointment: |  |

## POSITION REQUIREMENTS

|  |  |
| --- | --- |
| 1.Main Duties | ***Outline the key duties and responsibilities of the role.***  For example:   * Prepare and distribute wages/salaries accurately and on time. * Prepare and pay month end cheques and payments for employee deductions ensuring compliance with legislative requirements. * Maintain pay records, associated time keeping data and statistics, leave records and related information. * Administer superannuation processes and payments. * Monthly reconciliations for leave, payroll, salary sacrifice, payroll tax, group tax, WorkCover, superannuation and FBT, as well as all authorised payroll deductions. * Assist the ***[insert appropriate role, i.e. CFO, HR Manager]*** as required. * Assist in the preparation of the organisational budget as required. * Process, maintain and reconcile salary sacrifice items. * Prepare and distribute group certificates. * Administer and process all disbursements/reimbursements. * Process salary packaging arrangements in accordance with ***[insert company name]*** policy. * Process Performance Incentive Program rewards, including calculation of relevant bonuses. * Assist with the maintenance of salary data to ensure wages payments comply with awards, arbitrated decisions and agreements. * Maintain/archive files within statutory requirements. * Assist with month end and operational reports. * Provide payroll information, statistical data to Management as requested. * Liaise and answer staff queries. * Undertake a variety of projects as required. * Actively participate in the Annual Performance Review process. * Observe and practice the ***[insert company name]*** OHS and Quality policy, guidelines and procedures. |
| 2. Qualifications | ***What qualifications are required for the role?***  For example:  Diploma/Degree in Finance |
| 3. Skills | ***List the skills needed for the job.***  For example:   * Advanced skills in Microsoft Word and Excel * Excellent written and verbal communication skills * Advanced skills in MYOB |

Employee Signature: Date:

Employer Signature: Date: