
Position Title:	Payroll Lead
Reports To:	HR & Safety Manager
Supervisory Duties:	None
Department:	Corporate

Position Objective

The Payroll Lead will be responsible for the establishment, implementation, and ongoing operation of the internal payroll system. Reporting to the HR & Safety Manager with a dotted reporting line of the CFO, the Payroll Lead is responsible for the delivery of payroll services and any associated payments and processes.

Key Responsibilities

Core Responsibilities

- Ensuring payroll databases and systems are current before each pay run and appropriate authorised records are retained of new employees, changes or terminations.
- Generating an accurate and timely fortnightly payroll, up to and including the preparation of bank file transfer with supporting documents.
- Preparation of management reports relating to payroll including leave and exception reports.
- Liaise with HR to ensure Return to Work or Workcover payments are accurate and timely; retain authorised documents.
- Liaise with CFO and Corporate Services Manager to ensure payroll records meet related external obligations, such as FBT, Payroll Tax and any other requirements identified.
- Interpret award and/or employment contracts, ensuring payroll compliance with requirements.
- Proactive communications to employees and managers of payroll actions taken.
- Create and generate Contracts of Employment and other associated HR/Payroll documentation created from the onboarding process.
- Provide advice on payroll processes and matters to the HR & Safety Manager, Corporate Services Manager, CFO and General manager when appropriate.

Integrated Management System Responsibilities

- Support and actively participate in continual improvement of the IMS, in accordance with the Quality, Safety and Environmental Policies and relevant objectives.
- Adhere to Management System requirements in relation to quality, safety and environment, this includes following policies and procedures and adhering to compliance obligations.

Key Performance Indicators

- Smooth implementation of the new payroll system.
- Processing and reporting of fortnightly payroll completed within quality and timeframe standards.
- Monthly reporting completed within quality and timeframe standards.

Experience, Knowledge and Skills

Essential

- 5+ years' experience within payroll managing a full payroll function.
- Intermediate Microsoft Excel and Word.
- Experience with managing external party obligation in relation to payroll including, Tax, Superannuation, Child Support, Work Cover, etc.
- Currently hold or willingness to obtain a National Police Check.

Desirable

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Qualifications

Essential

- Qualification in Accounting

Desirable

- Qualification in Business or Finance highly desirable

Employment Conditions

- Salary level – Award free.
- Role is subject to achievement of Key Performance Indicators.
- Appointment will be subject to a satisfactory National Police Check and Working with Children Check.
- May be required to undertake other roles or duties commensurate with skills and training, as directed.
- Comply with the Guide to Business Conduct and Integrated Management System and associated System documentation.