



JOB DESCRIPTION FORM

SECTION 1 – OFFICE IDENTIFICATION

EFFECTIVE DATE OF DOCUMENT: 08/06/2020

ORGANISATION: Department of the Premier and Cabinet
DIVISION: State Services
BRANCH: Corporate Services
SECTION: Finance and Payroll

CLASSIFICATION: Level 2	POSITION NUMBER: Generic
TITLE: Payroll Officer	
AGREEMENT/AWARD: Public Service CSA Agreement	
LOCATION: West Perth	

SECTION 2 – REPORTING RELATIONSHIPS

HR PAYROLL ADMINISTRATOR Level 5
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Other offices reporting to this office	
<u>Title</u> Senior Payroll Officer x3 Payroll Officer x4 Officer	<u>Level</u> Level 3 Level 2 Level 1



PAYROLL OFFICER Level 2



Officers under direct responsibility	
<u>Title</u> Nil	<u>Level</u>

SECTION 3 – KEY RESPONSIBILITIES

Participates as part of a team to create and maintain personnel and payroll records in accordance with established procedures and legislation and provide an advisory service for the Department and client agencies on entitlements, procedures and the interpretation and application of Awards, Agreements and policies.

SECTION 4 – STATEMENT OF DUTIES

Summary of Duties
Details
<p>Payroll Information Management Participates as part of a team by:</p> <p>Undertaking research and contributing to the continuous improvement of payroll processes, procedures and practices.</p> <p>Creating and maintaining personnel employment records on the human resource management information system with timely follow up action for occupancy changes impacting on reporting relationships and salary costing, ensuring the integrity of the data.</p> <p>Customer Service Provides an advisory service for the Department and client agencies on entitlements, procedures and the interpretation and application of Awards, Agreements and policies by:</p> <p>Advising Management and officers of service and entitlements under the respective agreements.</p> <p>Responding to telephone, email and written correspondence in an appropriate and timely manner.</p> <p>Payroll Processing Process documentation for new employees, liaising with Human Resource Officers, Line Managers and external agencies to collate and confirm details when necessary.</p> <p>Process salary variations for payroll on a fortnightly basis.</p> <p>Determine eligibility and process leave applications as appropriate, monitoring Web Self Service bookings through reports and undertaking leave audits as required.</p> <p>Compute and arrange payment of manually prepared salaries where necessary.</p> <p>Calculate and prepare termination or severance payments.</p> <p>Ensure accuracy of payroll data input against reports prior to production of fortnightly payroll and post payroll disbursement of funds is completed in accordance with Treasurer's Instructions.</p> <p>Completes Australian Bureau of Statistics returns and responds to Centrelink enquiries as required.</p> <p>Initiates and responds to correspondence as required.</p> <p>Liaises with government agencies, both Federal and State, as required.</p> <p>Manages and calculates salary recoups and ensures payments are up to date.</p>

SECTION 5 – SELECTION CRITERIA

Essential

Experience in maintenance of staff records and payroll production on a Human Resource Management Information System (eg. Ascender).

Ability to work as a team member.

Ability to prioritise and organise daily work in order to meet strict deadlines and maintain systems of work to accomplish a range of tasks.

Effective communication skills, in particular attention to detail.

Ability to interpret and apply legislation Acts, Awards and Agreements.

Desirable

SECTION 6 - CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

BRANCH/DIVISION HEAD

DIRECTOR GENERAL

SIGNATURE: _____

SIGNATURE: _____

DATE: _____

DATE: _____

As Manager I have reviewed the statement of duties and agree this is a current and relevant document.

NAME	SIGNATURE	DATE	INITIALLED BY HRSB

As the Employee I have reviewed the statement of duties.

NAME	SIGNATURE	DATE	INITIALLED BY HRSB