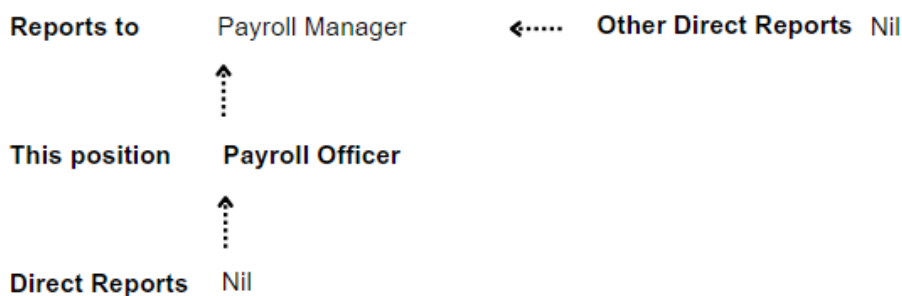


Payroll Officer

16607

Level	3	Agreement	Public Sector CSA Agreement 2022
Directorate	Business Services		
Team	People & Culture		
Location	Perth Metro Venues		



Purpose

The **Payroll Officer** works with the Payroll Manager to deliver casual payroll, processing commencements, movements, terminations, leave and allowances, income tax and other associated payroll activities.

Responsibilities

1. Maintains, monitors and verifies accurate data for personnel and payroll activities including allowance payments, contract renewals, terminations, leave applications and salary packaging.
2. Facilitates the finalisation and importing of timesheet and payroll data.
3. Facilitates the pay distribution including bank, ATO and general ledger files.
4. Provides advice and support to members of the People & Culture team and managers and employees within the organisation to ensure compliance with relevant legislation and protect the integrity of the payroll service.
5. Undertakes research, analysis and resolves issues identified through processing of source documents, payroll enquiries and exception/audit reports.
6. Reviews and approves leave audits for transferred employees.
7. Contributes positively to the team environment and supports human resource initiatives to enhance service delivery.
8. Adheres to all policies and procedures related to payroll activities and processes.
9. Takes ownership, investigates and responds to complex payroll issues, enquiries and audits as required in a timely manner.
10. Provides accurate and timely payroll services for a range of low-complexity payroll activities ensuring compliance with all relevant Awards and/or Agreements.
11. Other duties within the parameters of the position.

Compliance and Legislative Knowledge

1. Complies with the Code of Conduct, policies and procedures and relevant appropriate legislation; and
2. Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

Work Related Requirements

Essential:

1. Experience in processing a wide range of payroll activities in a deadline driven payroll team.
2. Experience in interpreting and applying complex written information, relevant legislation such as Acts, Awards and Agreements.
3. Demonstrated organisational skills with the ability to work accurately, under pressure, to meet deadlines, with the ability to work both independently and in a team environment.
4. Demonstrated interpersonal and communication (verbal and written) skills with the ability to liaise effectively with customers and staff at all levels.
5. Demonstrated conceptual and analytical skills with ability to effectively solve problems.
6. Ability to understand and operate within ACT's mission, vision and values.

Desirable:

1. Current knowledge of legislative and regulatory frameworks for data confidentiality and privacy and how the underlying legislative obligations impact on the organisation's employment and service delivery.
2. Experience working with Human Resource Management Information Systems.

Other Requirements:

Nil

Qualification and License Requirements

N/A

Organisational Purpose	To grow and support Western Australia's cultural and creative industries through the optimisation of our venues and activation of spaces
Directorate Purpose	Business Services - Ensures that the right resources are in place to deliver. Effective management of SLA with DLGSC. Delivers seamless systems and technology.
Team Purpose	N/A
Position status	Permanent/full-time
Last updated	