Role DESCRIPTION – Payroll Officer



**IMPORTANT**

This template has been colour coded to assist you to complete it accurately. Example information is shown in <**blue writing>** and should be deleted or changed to black once you have finished customising to reflect service and constitution requirements.

**ORGANISATION PROFILE**

[Insert paragraph about the organisation]

Position Summary

The Payroll Officer is responsible for ensuring the accurate and timely processing of payroll for all employees within the organisation. This role involves managing payroll-related tasks, maintaining payroll records, and ensuring compliance with relevant awards/agreements, regulations and policies.

Principal Responsibilities

* Collect and review fortnightly employee time-sheets
* Prepare and process fortnightly pays
* Maintain and file employee payroll records, ensuring security and confidentiality
* Maintain and file employee reports, calculations, and entitlements for annual leave, personal/care’s leave, and long service leave – these must be kept to provide for portability entitlements
* Ensure secure and confidential storage of staff files for the mandated duration, maintaining compliance with regulatory requirements.
* Ensure that employees are paid correctly and on-time
* Ensure that employee tax payments are calculated and paid regularly to the Australian Taxation Office
* Ensure that employee superannuation entitlements are calculated and paid regularly to the appropriate superannuation fund
* Ensure that employee increment dates are recorded and that employees receive salary increments when applicable
* Provide the Treasurer with payroll related information needed for bookkeeping purposes
* Provide the Treasurer with the payroll information needed for preparing the annual budget.

Term of Office

The [role] will be appointed/elected initially for a term of [insert number of years as per the constitution].

Time Commitment

The time commitment required of a [role] involves approximately [state estimated hours per week/month].

Skills

|  |  |
| --- | --- |
| General Skills | Business Related Competencies  |
| * Accuracy
* Sound numeracy
* Confidentiality
* Attention to detail
 | * Taxation, finance and payroll
* Deductions
* Compliance
* Reporting
* Compensation
 |

Key Information

|  |  |
| --- | --- |
| Email address and password: |  |
| IT username and password: |  |
| Document storage via [INSERT]:  |  |
| Relevant passwords: |  |
| Key contacts: |  |
| Distribution list/s: |  |
| Key dates: |  |
| Key methods of communication: |  |