

FINANCE OFFICER (Payroll)

Position Description

Mission. De La Salle Malvern is a Catholic boys College based on the teachings of Jesus Christ in the tradition of St John Baptist de La Salle. We are committed to inspiring a life of faith, learning, leadership and service.

Vision and Philosophy. To be an outstanding school striving for excellence and innovative academic achievement in a supportive community to best prepare young men for our world. A Lasallian school offers a human and Christian education which enables our students to discover their potential and their mission in a community of faith. A Lasallian education prioritises service to the poor and marginalised and emphasises respect for all.

Values. At De La Salle College, we are committed to our faith, our educational community and our spirit of service and compassion. Our Lasallian charism guides, nurtures, challenges and encourages all our endeavours. We value our role in the international Lasallian network and strive for meaning, relevance and creativity to deliver a quality education for *our* young men in a 21st century environment.

POSITION OVERVIEW

The College expectation is that the Finance Officer (Payroll) will promote and enhance the Catholic identity of the College and the Catholic Ethos ensuring that all College practices and procedures reflect the Vision, Mission and Values of the College. The Finance Officer (Payroll) shares in the task of promoting a sense of unity and community within the College where all members are treated with dignity and respect.

The Finance Officer (Payroll) is a key role within the College assisting the Director of Finance and Administration at the operational level. By its very nature this role involves sustained periods of independent work and it requires the individual to be unequivocally discrete, treating all payroll information with the utmost confidentiality.

This role has a strong focus on process management.

KEY RESPONSIBILITIES AND DUTIES

Responsibilities include but are not limited to:

Payroll

Preparation and processing of payroll on a fortnightly basis that includes the following:

- setup of new employees;
- organise new superannuation accounts;
- calculate any salary variation;
- process all electronic payment transfers relevant to payroll to meet all deadlines, including STP and Superannuation; and
- update online staffing information and personal leave on the CECV personnel record card system;
 - This requires monitoring the Daily Organiser sheet for absences and matching these to leave forms. This then needs to be updated in employee Personal Record Cards fortnightly.

Monthly reconciliations of:

- all General Ledger accounts relevant to payroll;
- manage all relevant reports for financial reporting and audit purposes; and
- reconciliation of payroll and relevant general ledger accounts for all Catholic Education Long Service Leave payments received and paid to staff.

Complete all leave calculations regularly which includes:

- Maintaining accurate annual leave records creating appropriate journals for the end of the year provision account;
- During the year and each December calculating pro-rata holidays and annual leave loading;
- Processing all approved long service leave reimbursements prior to staff commencing long service leave;
- Prepare and update each term an accurate overview of all contract variations and records of staff leave taken;
- At the end of ATO year
 - reconcile all payroll general ledger accounts prior to running the advices; and
 - finalise Single Touch payroll processes.

WORKCOVER AND WGEA REQUIREMENTS

- At the end of ATO financial year provide the staffing detail for the Annual Declaration of rateable Remuneration - Workcover Insurance to the Finance Manager to ensure its timely remittance;
- Assist the Finance Manager to provide data relevant to WGEA reporting in May of each year to the Human Resource Coordinator.

OTHER DUTIES

- In conjunction with the Director of Finance and Administration, calculate / process when required any certified Agreement increases when they arise;
- Assist in completing reporting required by the Catholic Education Victoria Network (CEVN);
- Liaise with the College Banker when needed in respect of transactional, electronic and credit based banking matters relevant to payroll;
- Liaise with the College Auditors regarding the college interim and end of year audits relevant to payroll matters;
- Attend any information sessions with the Director of Finance and Administration in relation to any new certified agreement and provide when necessary business impact overviews;
- Advise via fortnightly meetings with the Director of Finance and Administration all concerns regarding payroll, taxation and superannuation matters;
- Undergo professional learning to assist in further improving the delivery of service to the college;
- Assist in identifying with the Director of Finance and Administration new processes and procedures to improve efficiency and implement revised internal controls as agreed;
- Maintain procedures manual and update as necessary; and
- Undertake other duties as directed by the Principal and the Director of Finance and Administration.

EXPERIENCE, SKILLS AND QUALIFICATIONS

- Degree qualification in Finance/Accounting, CPA or CA qualification advantageous as well as exposure to superannuation and taxation best practices;
- Established knowledge, experience and success in a payroll administration position. A minimum of five years of experience is advantageous;
- In-depth understanding of payroll statutory compliance, practices, policies and guidelines;
- To be highly organised, time management skills are absolutely essential for this role and to meet all deadlines;
- Demonstrated capacity to operate autonomously balanced with a collaborative and informative team approach and lead positive change processes;
- Quick to learn new concepts;
- A thorough and diverse knowledge of various software programs including Microsoft Office;
- Knowledge and understanding of the current Multi-Employer agreement and its application is desirable but not essential;
- Experience in implementing and reviewing quality processes and strategies that are relevant in a school context is advantageous;
- Experience working in an educational environment as well as with Synergetic software – desirable but not essential; and
- Knowledge and commitment to the ethos and ideals of Catholic Education and values of the College

PERSONAL QUALITIES

- Honest and compassionate – ability to deal with confidential information in a suitable manner;
- Ability to problem solve with sound judgement and attention to detail;
- Motivated and committed to continuous improvement, to ensure the best service is provided by the College to all stakeholders while fostering a positive attitude;
- Possess good work ethics with the capability to work flexibly and reliably when required to meet key priorities;
- Demonstrated initiative and advanced thinking in dealing with issues in a decisive, sensitive and consistent manner when they arise; and
- Professional and well developed communication skills, ability to communicate clearly and succinctly with the capability to remain calm under pressure.

General information

GENERAL RESPONSIBILITIES

- Attend all relevant school meetings and after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities;
- Adhere to the College professional dress code;
- Demonstrate professional and collegiate relationships with colleagues;
- Proactively demonstrate the school values.
- The successful applicant would require commitment to ongoing professional learning
- Participate in annual review meeting; and
- Must hold a current Working with Children Check and National Police Check prior to commencement.

CHILD SAFETY

The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

Staff must adhere to the following:

- A thorough understanding of the College's Child Safety and Child Protection Policies and the Child Safety – Staff Code of Conduct, and any other policies or procedures relating to child safety;
- Assist in the provision of a child-safe environment for students;
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Breaches will be managed as per the VCCEMA 2018 Clause 13 – Managing Employment Concerns.

OCCUPATIONAL HEALTH AND SAFETY

There is responsibility, incumbent on all staff, to ensure that the regulations associated with Occupational Health and Safety are adhered to.

Staff are advised that they are to:

- Take reasonable care of their own safety and health and safety of others affected by their acts or omissions;
- Report hazards, accidents or incidents (near misses) in accordance with agreed college procedures;
- Follow established safe working procedures, instructions and rules;
- Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the act;
- Not willfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others;
- Not willfully place at risk the health and safety of any other person in the workforce.

The complete Occupational Health and Safety College Policy may be viewed through accessing the College Policies on OLLIE.

Accountability

Reports to:	Director of Finance and Administration
Internal liaisons:	Principal, Director of Finance and Administration, HR Coordinator and PA to Principal
External liaisons:	Alumni, MOFS, contractors and suppliers

CONDITIONS OF EMPLOYMENT

The position is employed in accordance with the terms and conditions of the Victorian Catholic Schools and Catholic Education Melbourne's Award (and current Certified Agreement).

Classification:	This is an Education Support, Category A
Time Fraction:	Part time 0.80 FTE
Hours of Work:	8:30am - 4:30pm. May require additional hours on occasions to fulfil your role obligations
Tenure:	Ongoing
Leave:	4 weeks annual leave (this includes two week school closure over the Christmas period).

A competitive salary will be negotiated according to qualifications and experience.

This Position Description may be subject to change during the term of your appointment as part of a normal process of ongoing evaluation of the College's operations.

De La Salle College is an equal opportunity employer that promotes the safety, wellbeing and inclusion of all children.