

Position Description – Payroll Team Leader

Core Detail

Title	Payroll Team Leader
Role	This position is responsible for the timely, efficient and accurate processing of approximately 1500 wages and salaries for all aged care, retirement village and Head Office staff, and administration of the payroll and rostering systems and allocation, supervision and delegation of all payroll work.

Position Parameters

Employment	Full time
Reporting to	Accounting Manager
Staff directly supervising	Payroll Officers
Location	TriCare Head Office

Detailed Description of the Position

Supervising Staff	<ul style="list-style-type: none"> Allocating, delegating and supervising work - delegating and supervising certain tasks of team members to improve workplace functions and efficiencies. Promoting effective teamwork for achieving organisation goals of Accounting Services and TriCare. Review, monitor and implement improvements to payroll processes and systems. Influence changes to systems and processes - open to new ideas coming from TriCare management. Support team members with problem solving and guidance on difficult issues.
Payroll Functions - Fortnightly	<ul style="list-style-type: none"> Processing of fortnightly payroll and any interim pays. Checking and reconciling payroll reports prior to finalising payroll process. Calculating pay adjustments for pay run. Verification of masterfile changes prior to payroll finalisation. Reconciling payment summary reports on a regular basis.

Payroll Functions - Monthly	<ul style="list-style-type: none"> • End of month and end of year processing including reporting and excel configuration • Ensure correct reconciliation and payment of all deductions, and payment of superannuation, including liaising with external funds • Payment of payroll taxes and PAYG withholding.
Other	<ul style="list-style-type: none"> • Assist with training of users of Virtual Roster (rostering system) and Chris21 (payroll system). • Answer telephone queries from staff at aged care facilities, retirement villages, Head Office and management. • Ensure correct filing of all payroll reports and other payroll documents. • Ensure Accounting Manager is informed of issues / problems. • Maintain employee master files. • Calculation and preparation of manual payments, including termination, adjustment and redundancy pays where necessary. • Master Roster updates prior to use by facilities (in conjunction with Divisional staff). • Assist with review of existing systems and develop improved procedures, and document these, in consultation with the Accounting Manager. • Other duties or projects as directed by the Accounting Manager.

Skills and Knowledge

- Extensive knowledge of payroll procedures in a high volume environment.
- Demonstrated knowledge of current legislation as it applies to payroll.
- Working knowledge of enterprise agreements and awards.
- Ability to liaise with all levels of the organisation.
- High level of computer literacy, including Microsoft Word, Excel and Outlook.

Personal/Other Attributes

- Exercise confidentiality with all TriCare information, in particular employees' personal details and payroll information.
- Ability to take responsibility for allocated tasks and complete them with minimum supervision.
- The ability to be diplomatic and helpful when answering telephone queries.
- Take pride in your work.
- Adaptability and flexibility, and the ability to work in a team environment.

- Willingness to apply oneself during periods of heavy workloads to meet deadlines.
- Have a pleasant, mature attitude and excellent customer service skills.

Experience

- Extensive knowledge of payroll procedures in a high volume environment.
- Demonstrated knowledge of current legislation as it applies to payroll.
- Working knowledge of enterprise agreements and awards.
- Ability to liaise with all levels of the organisation.
- High level of computer literacy, including Microsoft Word, Excel and Outlook.
- Minimum ten years' experience in a large payroll environment (in excess of 1000 personnel).
- Experience in supervising employees (desirable).
- Demonstrated working knowledge of Chris21 payroll system.
- Demonstrated working knowledge of computerised roster systems (preferably Virtual Roster).
- The ability to perform duties accurately in a high volume environment.
- The ability to manually calculate wages when necessary, including annual leave, long service leave and terminations.

Work Health and Safety

The incumbent has the responsibility to comply with and meet all obligations contained in:

- a) Work Health and Safety (WHS) legislation;
- b) Related WHS responsibilities; and
- c) TriCare's Risk Management (RM) standards.

Performance Measures

Annual Improvement Review.