

## Position Description – Senior Payroll Officer

### Core Detail

<b>Title</b>	Senior Payroll Officer
<b>Role</b>	This position is responsible for the provision of effective and efficient Payroll processing. This position is responsible for the timely and accurate processing of approx. 1700 pays and salaries.

### Position Parameters

<b>Employment</b>	Full time
<b>Reporting to</b>	Payroll Team Leader
<b>Location</b>	TriCare Head Office – Mt Gravatt

### Detailed Description of the Position

<b>Payroll</b>	<ul style="list-style-type: none"> <li>• End to End processing of fortnightly payroll and any interim pays.</li> <li>• Reconcile payroll reports prior to finalising payroll process.</li> <li>• Calculate and prepare manual payments, including termination, adjustments and redundancy pays where necessary.</li> <li>• Maintain Employee Masterfiles.</li> <li>• Provide a high level of customer service to all employees' telephone and email queries ensuring a satisfactory resolution.</li> <li>• Liaise with Management regarding contracts including rates of pay, allowances, deductions and ensuring other Payroll information is up to date and accurate.</li> <li>• Reconciliation/administration of deductions, Superannuation and Payroll Tax.</li> <li>• End of month and end of year processing including reporting and excel configuration.</li> <li>• Ensure all Modern Award Payroll requirements are compliant.</li> </ul>
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**Other**

- Provide WGEA, ACES and Work Cover information to relevant stakeholders.
  - Undertake testing and training for all system upgrades.
  - Generate routine and Adhoc statistical reports as required by internal management and external stakeholders.
  - Assist and support with review of existing systems and develop improved procedures, and document these, in consultation with Payroll Team Leader.
  - Other duties or projects as directed by the Payroll Team Leader &/or Finance Manager.
  - Ensure correct filing of all Payroll Reports and other payroll documents.
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### Skills and Knowledge

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- Extensive knowledge of payroll procedures in a high volume environment.
- Demonstrated knowledge of current Legislation as it applies to payroll.
- Working knowledge of Workplace 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

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- 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.
- Professional approach to 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.

## Experience

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- Minimum 3 years' experience in a large payroll environment (in excess of 1000).
- Working knowledge of Payroll Metrics desirable.
- Demonstrated working knowledge of computerised roster systems – preferably Kronos
- The ability to perform duties accurately in a high volume environment.
- The ability to be diplomatic and helpful when answering telephone queries.

## Work Health and Safety

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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.