

POSITION DESCRIPTION

Position Title	Payroll Officer
Location	National Office
Reports to	Senior Financial Accountant
Direct Reports	
Primary purpose of position	<ul style="list-style-type: none"> Contribute to the efficient and effective management of payroll and financial services in accordance with good accounting practice.
Grow Teams	National Office Team

ABOUT GROW

GROW is an Australian community driven organisation specialising in mental health support. Our programs are designed for people to take back control of their lives, overcome obstacles and start living a life full of meaning, hope and optimism. GROW offers the opportunity for people to share challenges and solutions for recovery in a supportive and structured way within the context of a caring, sharing community.

Our Vision

GROW is the premier provider of intentional peer to peer support to promote hope, mutual help and recovery for good mental health for people throughout Australia

Our Values

Personal responsibility, personal value, mutual help, community and friendship

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

1. Accountability – Financial Management

Responsibilities

- Process fortnightly pay run.
- Provide administrative support and guidance to all GROW employees regarding payroll matters, including leave entitlements, Salary packaging and related queries.
- Ensure all payroll administration records are maintained including setting up new staff, making changes as advised by staff or managers and removing staff who have been terminated.
- Update payroll systems as directed to ensure accurate and timely process for changes to GROW's Enterprise Agreement, Fair Work Australia Act, Australian Accounting Standards and GROW Policy and Procedures as instructed by the Human Resources Manager and Senior Financial Accountant.
- Ensure salary sacrifice payments are made in accordance with agreed employee arrangements.
- Liaise with outsourced Salary Sacrifice provider.
- Assist the finance team with the completion of month end processes and provide support across other general finance functions as required.

2. Accountability – Internal Systems & Processes

Responsibilities

- Undertake accurate bookkeeping processes.
- Use understanding of budget and contract requirements.

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- Manage staff day-to-day payroll queries.

3. Accountability – Relationship Management

- Assist the Finance Team with timely preparation of financial information and provide support during the audit process, including assisting auditors with required documentation and queries.

4. Accountability – Safety and Compliance

Responsibilities.

- Provide and maintain a safe work environment for all stakeholders.
- Comply with all policies and procedures
- Participate in all activities that support a good safe environment
- Work within delegations of position

CORPORATE RESPONSIBILITIES:

- Comply with all relevant legislation, regulations and policies and procedures, including Code of Conduct and workplace health and safety standards.
- Work within delegations of position.
- Maintain confidentiality of information pertaining to GROW members, carers, and GROW.
- Demonstrate high standards of personal and professional behaviour.

SELECTION CRITERIA

1. Demonstrated experience in end-to-end payroll processing.
2. Strong knowledge of Australian payroll legislation and compliance.
3. High level of accuracy and attention to detail.
4. Ability to maintain confidentiality and exercise discretion.
5. Demonstrated high level of verbal, written and interpersonal communication skills.
6. Demonstrated ability to manage time effectively and carry tasks through to completion.

Additional mandatory requirements

- Degree in Accounting or similar qualification.
- Minimum 3 years’ experience in payroll, general accounting services and bookkeeping.
- Demonstrated skills and experience in the use of finance systems, Microsoft Office Suite and the ability to learn further finance programs and systems as required.
- A Police Certificate is required in accordance with relevant legislation and GROW policy. Where applicable, additional state-based screening may be required.
- Evidence of Australian citizenship or current working visa.

EMPLOYEE DECLARATION

I have read and understand that the statements are a description of the functions assigned my position.

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Applicant/ Employee Name	Signature	Date

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