



POSITION DESCRIPTION

Payroll Officer

Position	Payroll Officer
Employment	Level 5
Location	Darwin
Reports to	Senior Accountant

ORGANISATION

Located within the Top End of the Northern Territory, the West Daly Regional Council (Council) covers 14,000 square kilometres and has a population of more than 3700 residents throughout the communities of Wadeye, Nganmariyanga and Peppimenarti as well as the surrounding 33 homelands, a number of which are serviced by Council. Wadeye is the largest remote community and the fifth largest town in the Northern Territory.

A young and vibrant Regional Council, our vision is to deliver quality services and support development opportunities, including local jobs for local people, along with implementing a range of strategies that will help shape a prosperous and sustainable future for the region.

The council's long-term goals are to:

- Provide good governance, leadership and advocacy
- Provide local employment and strong regional economy
- Provide high quality services within financial resources available
- Maintain and develop council's assets, natural resources and country
- Ensure Strong, safe and healthy communities that respect culture, heritage and change

ATTRIBUTES

Service Work performed is of the highest quality, innovative and solutions focused.

Ethical Applies the highest standards of integrity and ethical conduct.

Attitude Demonstrates a positive approach, appropriate behaviors and teamwork.

Discretion Makes appropriate decisions, sound judgements and communicates effectively.

Safe Work practices performed apply and promote Work Health Safety standards.



POSITION

The Payroll Officer position provides accurate, timely, responsive and cost effective payroll services to Council. The position will also interpret employee conditions including, Enterprise Agreement, relevant Award, legislation and contracts to ensure compliance, whilst effectively communicating and providing high quality customer service to Council staff.

ROLE RELATIONSHIPS

Internal	External
Chief Financial Officer	NT Government
Senior Accountant	Local Government Association Northern Territory
Finance Officer (Accounts Payable)	Australian Taxation Officer
Finance Officer (Accounts Receivable)	External Auditors
Grants Coordinator	Consultants and External Contractors
Administration Coordinator	
Administration Assistant (HR)	
All Council Staff	

Primary Tasks

- Provide accurate and timely interpretation of employee conditions including relevant Enterprise Agreement, Award, legislation and contracts to ensure compliance and the provision of an accurate payroll service.
- Process end to end fortnightly (and weekly if necessary) payroll including adjustments, administration of leave, salary packaging, reporting and payroll filing.
- Maintain databases and report on numerous People, Performance and Capability metrics.
- Administer the payroll system and payroll modules.
- Competence in interpretation of Awards/Agreements (seek counsel/advice when necessary for more complex matters).
- Calculate, check and administer leave reports and leave provisions.
- Prepare monthly superannuation payments to a Super Clearing House and Super Funds.
- Timely resolution of employee enquiries.
- Produce payroll related month end tasks and financial audits.
- Administer Fringe Benefit Tax annual return and WorkCover related tasks.
- Contribute to the quality and audit review of payroll information to ensure Council requirements are being met.



- Work with the Finance Officer(s) Accounts Payable and Receivable, Grants Coordinator (and other Council staff) as and when required.
- Contribute to continuous improvement processes aligned to payroll systems, tools, manual and procedures.
- Keep abreast of relevant legislation and changes (i.e. changes to ATO requirements, Superannuation, Modern Awards, Enterprise Agreement, National Employment Standards and the Local Government Act).
- In collaboration with the Chief Financial Officer, ensure Council's financial policies, procedures and processes are adhered to, ensuring that transactions comply with Council's financial policies and procedures, Local Government Act, Local Government Regulations and Australian Accounting Standards.
- Other duties commensurate with skills and experience (as directed).

RESPONSIBILITY/ACCOUNTABILITY

Teamwork

- Develop a team approach to problem solving and encourage innovative practice.
- Provide effective communications that foster positive relationships at all levels across the community, external stakeholders and Council personnel.
- Support a collaborative culture with internal and external stakeholders and motivate team members by inculcating a dynamic working environment that nurtures innovation.

Work Health & Safety

- Within your area of responsibility, ensure compliance with Work Health and Safety legislation and Council's work health and safety policies and procedures.
- Contribute to organisational continuous quality improvement and internal reporting.
- Take reasonable care to protect the health and safety of staff and others.
- Actively participate in safety improvement activities.

General

- Comply with the Council 'Code of Conduct' and all other policies and procedures adopted by Council as varied from time to time.
- Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
- Other duties, consistent with skills and experience, as directed by the Senior Accountant.



SELECTION CRITERIA

Essential Qualifications & Experience

- Previous experience in a similar end-to-end role within payroll as a stand-alone individual.
- A thorough understanding of payroll processing, procedures and computer-based payroll systems.
- Current Northern Territory Driver's Licence.
- National Criminal History Check clearance.
- Current Working with Children (Ochre Card).

Knowledge, Skills & Abilities

- Sound knowledge in the use of a range of contemporary payroll software and proficient use of the Microsoft Office Suite of Products.
- Ability to organise and prioritise workloads to ensure deadlines are met.
- Strong numeracy skills, attention to detail and accuracy.
- Proven ability to interpret employee conditions such as awards and/or common law contracts as well as a sound understanding of current legislation such as superannuation and long service leave.
- A sound understanding of termination calculations including; all leave types, superannuation and eligible termination payments.
- Strong interpersonal skills including high level written and verbal communication.
- Proven ability to work effectively as an individual and as a member of a team, and relate effectively with staff at all levels.

APPROVAL

Matthew Eastham

Matthew Eastham ASM
Chief Executive Officer

Dated: October, 2021

Created	October, 2021
Version	1.0