



Position Description and Performance Agreement

Payroll Supervisor

Position No:	SS008FS
Position Classification:	Grade 14
Status:	Full Time
Position Revised on:	November 2017
Position Written by:	Deputy Chief Financial Officer
Division:	Support Services
Branch:	Financial Services
Reports to:	Deputy Chief Financial Officer

Incumbent:

Start Date:

Special Conditions:

1 POSITION CRITERIA

1.1 Essential academic qualifications:

- Higher School Certificate or equivalent work experience

1.2 Desirable academic qualifications:

- Associate Diploma or TAFE Accounting Certificate
- Experience in Local Government
- Previous knowledge of NSW Local Government (State) Award
- Previous experience with Computerised Payroll System – Technology One HRP experience will be favourable

1.3 Desirable Licences and/or Certificates:

- Class C drivers licence

1.4 Other Requirements/Experience:

- Demonstrated experience in leading and/or participating in change management processes
- Demonstrated, (approximately five years +) payroll experience
- Demonstrated experience in supervising and training staff
- Solid working knowledge of superannuation and Australian Taxation legislation
- A sound knowledge and demonstrated experience in the implementation and interpretation of Award based payroll functions
- Demonstrated experience in a computerised payroll environment
- Demonstrated ability to research, analyse and effectively present information, ideas and data



- High level computer literacy with a demonstrated ability to use a broad range of Microsoft product applications including Excel and Word software
- Successful track record of proactively building relationships with stakeholders

1.5 Personal Attributes:

- Highly developed interpersonal skills with a demonstrated ability to develop quality-working relationships across and through all levels of the organisation
- Excellent communication skills
- Self-starter with an ability to work unsupervised
- Professional and ethical approach in maintaining a high level of confidentiality
- An innovative and creative approach to problem solving
- Excellent planning, organising and time management skills including a proven ability to handle multiple tasks, work under pressure and meet strict deadlines without direct supervision
- Demonstrated ability to be flexible

2 OBJECTIVES OF POSITION

- 2.1 To manage the payroll function and lead the payroll team in a hands-on role in order to deliver an effective and efficient payroll service within statutory requirements and Council policies to management and staff of Council.
- 2.2 To action ancillary accounting functions including assistance with systems development in a timely and accurate manner
- 2.3 Drive continuous improvement to streamline and automate processes

3 KEY ACCOUNTABILITIES

- 3.1 Scheduling
- 3.2 Organising people and resources
- 3.3 Reviewing or monitoring process
- 3.4 Controlling
- 3.5 Leading
- 3.6 Innovation
- 3.7 Operating/executing (carrying out core activities)
- 3.8 Teamwork

4 SCHEDULE OF DUTIES

- 4.1 Effectively supervise, mentor and support staff who report to the position
- 4.2 Manage and control the production of the payroll to deliver an effective and efficient service to Council, including:-
 - Interpret Award provisions in relation to the payment of staff
 - Reconcile and balance payroll subsidiary ledgers and reports
 - Develop and maintain workflow and reporting functions
 - Checking of Transaction Reports and validating of error reporting on daily basis
 - Preparation of "exception" reports for payroll on a regular basis
 - Reconcile and balance Superannuation Fund accounts
 - Provide reporting on payroll functions to management
- 4.3 Provide effective customer service and support to staff and Management in relation to payroll matters
- 4.4 Calculate variations to allowances, back pays and entitlements of employees in accordance with Awards, contracts and agreements



- 4.5 Calculate all employee termination payments ensuring all payments are made in accordance with Award entitlements, legislative requirements and employments contracts
- 4.6 Liaise with Risk management branch to ensure all workers compensation payments are made to staff
- 4.7 Provide specialist advice on complex payroll issues and be the system expert ie timesheets, payroll, superannuation
- 4.8 Implement new systems/processes to enhance payroll function as required
- 4.9 Provide training and support to staff in relation to payroll functions, legislative updates and system enhancements as required
- 4.10 Keeping well-informed of changes to Awards/Agreements, industrial legislation, taxation and superannuation laws ensuring they are correctly translated/implemented and communicated to management and staff as required.
- 4.11 Ensure Council conforms to all statutory reporting requirements including, but not limited to the Australian Taxation Office, Superannuation funds and Payroll Tax legislation
- 4.12 Maintain a strong working relationship with Information Services, Human Resources and systems providers
- 4.13 Undertake the function of the Accounts Payable Supervisor as required
- 4.14 Other duties as required

5 OUTPUT MEASURES

- 5.1 Supervise and manage with the production of the weekly payroll and associated activities accurately by Thursday morning of each week
- 5.2 Ensure staff are suitably supervised so that the payroll is produced accurately
- 5.3 Ensure special projects are completed within scheduled deadlines
- 5.4 Production of PAYG summaries within the statutory timetable
- 5.5 Ensure training of subordinates is effective and on a continuing basis
- 5.6 Carry out monitoring procedures within the specified time
- 5.7 Ensure that Councillors' fee and expenses are processed within the agreed time frames and in accordance with Council's policies and Award provisions

6 CUSTOMER SERVICE

- 6.1 Provide quality customer service to external and internal customers in accordance with Council's values, policies and procedures.

7 CONTINUOUS IMPROVEMENT

- 7.1 Identify obsolete and inefficient practices and recommend changes where appropriate.

8 ETHICAL CONDUCT

- 8.1 Comply with the requirements of Council's Code of Conduct. Take appropriate action to ensure a workplace free from corruption, maladministration and serious and substantial waste.

9 VALUES

- 9.1 Embrace Council's values of:
 - Professional
 - We set clear goals, measure results and seek to improve
 - We are sustainable
 - We are resilient
 - Engaging
 - We value open and clear communication
 - We listen to the contribution of every individual
 - We value differences in the people and their perspectives



- Ethical
 - We behave with integrity
 - We keep our commitments and deliver
 - We make fair and consistent decisions
- Collaborative
 - We work together
 - We are cooperative
 - We share our ideas and talents

10 WH&S RESPONSIBILITIES

10.1 Hawkesbury City Council is committed to ensuring the health and safety of all who contact our works. As a Self Insurer, Hawkesbury City Council has in place a comprehensive Work Health Safety and Injury Management (WHS&IM) System. This System provides processes and procedures for workers and visitors to manage health and safety in the workplace.

As an employee of Council, there are certain responsibilities, authorities and accountabilities (RAAs) which are identified as part of the terms and conditions of your employment. RAAs are supported by Council's WHS&IM System Element 001 WHS Responsibilities which identifies actions to be taken, and the standards to be achieved. These RAAs are non-negotiable in terms of compliance.

11 EQUAL EMPLOYMENT OPPORTUNITY

11.1 Comply with the requirements of the Anti-Discrimination Legislation and Council's Policies and Procedures relating to EEO and Anti-Discrimination. Take appropriate action to ensure a harassment-free workplace.

12 CORPORATE AND STATUTORY OBLIGATIONS

12.1 Ensure that all statutory obligations are met in an appropriate and timely manner and are applied fairly and impartially.

To commit to and embrace the objectives of the Hawkesbury Community Strategic Plan – It's our Future, and to be accountable for participating as appropriate in the allocated Operational Plans designed to deliver on the identified objectives as directed.

13 PERFORMANCE AGREEMENT

13.1 I acknowledge that my performance will be assessed at least annually, based on the performance measures contained within this document and Council's Management Plan.

I am fully aware of the terms of this position description and I agree to deliver the requirements of the key result areas to the best of my ability.

This Position Description will be reviewed annually in line with Council's adopted Management Plan. Key result areas and performance measures may change depending on the priorities identified in the Management Plan.

Employee Date

I acknowledge that my role is to ensure that every opportunity is made available to the employee to meet the requirements of this Performance Agreement, including training, team support and regular performance appraisals.

Manager Date

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