

# MacKillop College

## Payroll Administrator



### Position Description

Classification (CEMEA 2022)	Education Support Employee, Category A, Level 2
Position reports to	Assistant Accountant

### About MacKillop College

MacKillop is a Catholic college in the Josephite tradition. Inspired by the spirit of St Mary of the Cross MacKillop, we strive to:

- encourage individuals to reach their full potential as lifelong learners by providing an innovative, challenging and collaborative learning and teaching environment in a rapidly evolving society;
- foster leadership by empowering and developing all members of the school community;
- enhance positive relationships in a supportive community by promoting justice and a sustainable future;
- support wellbeing by affirming the intrinsic dignity of each individual, embracing diversity and empowering active citizenship;
- witness the presence of God amongst us by celebrating our Catholic heritage as a faith community.

### Overview of the Role

The Payroll Administrator is responsible for the end-to-end processing of the College's payroll and the provision of comprehensive and timely payroll support to all staff.

This role requires a high degree of accuracy, accountability and confidentiality to perform a broad range of tasks that will ensure MacKillop College meets all legislative and Industrial payroll obligations. To be successful, we need a person who thrives in a fast-paced environment with a commitment to meet strict deadlines and adhere to specific audit requirements.

#### Commitment to Catholic Education

- demonstrate an understanding of the ethos of a Catholic school and its mission
- demonstrate an understanding of the Church's teachings and the Catholic teacher's role in the mission of the Church
- demonstrate a capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ willingness to integrate the Church's teachings into all aspects of curriculum

#### Commitment to Child Safety

- ensure students are provided with a child safe environment
- be familiar with and comply with the MacKillop College child safe policy and code of conduct, and any other policies or procedures relating to child safety
- demonstrate a duty of care to students in relation to their spiritual, physical and mental wellbeing
- implement strategies that promote a healthy and positive learning environment
- demonstrate an understanding of child safety standards and obligations (e.g. mandatory reporting)
- demonstrate an understanding of appropriate behaviours when engaging with children
- report any concerns relating to child safety immediately



# Accountabilities

---

## Payroll Processing

---

### Fortnightly Payroll Processing:

- prepare the fortnightly payroll and manage end-to-end processing
- ensure payroll is accurate and compliant with all legislative and industrial obligations, including alignment to the Melbourne Archdiocese Catholic Schools (MACS) Enterprise Agreement and Federal Awards
- process timesheets for casual staff, ensuring all timesheets are correctly filled out and approved
- ensure timely lodgement of salary with banking and financial institutions for distribution to employees
- monitor and adjust payroll accruals for month-end and year-end reporting
- conduct regular payroll reconciliations to ensure accuracy and resolve discrepancies
- calculate termination payments as required
- administration and processing of salary increment payments and backpays as required
- investigate and respond to all payroll queries in a timely manner, escalating as appropriate
- perform regular bank reconciliations to ensure accuracy and resolve discrepancies
- process Workcover and income protection payments in accordance with legislative obligations
- calculate and process superannuation contributions, ensuring compliance with Superannuation Guarantee (SG) requirements and deadlines
- manage and process Australian Tax Office obligations including PAYG withholding and Fringe Benefits Tax (FBT)
- reconcile and process all approved staff deductions, either staff initiated or as required by Government agencies
- process and administer salary packaging, salary sacrifice and novated lease deductions
- calculate eligible termination payments, superannuation trust deed requirements and similar calculations as they arise
- administer all employee leave entitlements including annual leave, long service leave, personal leave, and parental leave
- ensure that Long service leaves claims are submitted to the VCEA Long Service leave scheme
- calculate pro-rata holidays and annual leave loading as required
- track and update leave accruals and balances

---

## Compliance and Record-Keeping

---

- ensure all relevant data is maintained in the Victorian Catholic Education Authority systems
- prepare payroll reports for management review and audit purposes
- prepare and submit required reports and lodgements for the Australian Taxation Office
- maintain payroll records, systems, documentation in accordance with audit requirements
- reconcile payroll entries with the general ledger on a regular basis
- investigate and resolve any discrepancies between payroll and general ledger accounts
- calculate and record payroll accruals, ensuring accurate representation of liabilities
- monitor and adjust payroll accruals as necessary for month-end and year-end reporting
- prepare and submit staff census data for relevant MACS, government bodies and external agencies
- maintain payroll records electronically, ensuring data integrity, confidentiality, and accessibility
- coordinate filing and archiving of payroll information
- ensure payroll procedures are developed and maintained

---

## Professional Development

---

- support a performance and development culture
- commit to and actively participate in professional development opportunities
- participate in appraisal/feedback processes to receive constructive feedback
- maintain all required ICT skills for the role

---

## General Expectations

---

- support the Victorian Catholic Education Authority (VCEA) 'Statement of Principles Regarding Catholic Education'
- comply with the MACS Code of Conduct
- act as a role model for students and staff
- actively contribute to the achievement of the School Improvement Plan
- stay informed by reading the Principal Memo, all College emails/direct messages and other correspondence on at least a weekly basis, responding appropriately
- abide by all College policies and procedures
- work collaboratively and build effective working relationships
- ensure MacKillop Colleges' public image, professional reputation and best interest is represented through all interactions and activities
- model a professional approach for all staff and students, including conduct, language and professional dress
- attend all relevant school meetings, functions, events, liturgies, open days, staff faith proceedings and professional development as required by the Principal
- observe the strictest confidentiality for all sensitive and private information
- participate in duty supervision as rostered, and other supervision duties as required
- actively contribute to the care of all College facilities, grounds, equipment, and resources

---

## Work Health and Safety

---

- take reasonable care of your own health and safety
- take reasonable care for the health and safety of others who may be affected by your acts or omissions
- cooperate with any actions MacKillop College implements to comply with Safety requirements
- comply with all Safe Working Procedures
- use appropriate Personal Protective Equipment (PPE) as required
- periodically update MacKillop College about any medical condition that:
  - is life threatening or may require Emergency Services to be called
  - could impact on your ability to perform your duties
- complete safety training courses as required and participate in compliance briefings or inductions as required
- do not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace to support health, safety and welfare
- report all hazards (e.g. unsafe working conditions) and incidents (e.g. injuries, illnesses, etc.)
- work cooperatively and consult with Health and Safety Representatives to resolve workplace safety changes and issues
- undertake all work activities in a manner that ensures the workplace is free from harassment, bullying and discrimination and supports workplace diversity
- contribute to a healthy and safe work environment, and comply with all safe work policies and procedures

---

## Other Duties

---

It is not the intention of this role description to limit the scope or accountability of the position but to highlight the most important aspects. All employees are required to undertake reasonable duties commensurate with their skills and training from time to time in accordance with the needs of the College or as directed by the Principal.

## Required Capabilities

<b>Qualification</b>	<ul style="list-style-type: none"> <li>• A qualification and experience relevant to the role</li> </ul>
<b>Duty of Care</b>	<ul style="list-style-type: none"> <li>• must maintain currency qualifications in:             <ul style="list-style-type: none"> <li>– First Aid and CPR</li> <li>– Mandatory reporting</li> <li>– Anaphylaxis management</li> <li>– Asthma management</li> </ul> </li> <li>• an ability to identify and assess risks for students/staff and implement appropriate mitigation responses/actions</li> </ul>
<b>Emotional intelligence</b>	<ul style="list-style-type: none"> <li>• an ability to build positive and meaningful relationships</li> <li>• an ability to set clear behavioural expectations</li> <li>• an understanding of emotional regulation of self and others</li> <li>• be enthusiastic and professional</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• good communication skills including the ability to adjust communication for the appropriate audience</li> <li>• strong attention to detail</li> <li>• respond with sensitivity and professionally to payroll queries from staff</li> <li>• demonstrated ability to construct written staff communications and instructions about payroll</li> </ul>
<b>Organisation</b>	<ul style="list-style-type: none"> <li>• ability to manage tasks with supervision</li> <li>• ability to multi-task, work efficiently and effectively with flexibility</li> <li>• exhibited self-motivation</li> <li>• excellent problem-solving skills</li> <li>• analytical thinking</li> <li>• ability to work to strict deadlines</li> </ul>
<b>Payroll</b>	<ul style="list-style-type: none"> <li>• a high-level understanding of current payroll processes, legislation, and audit requirements</li> <li>• integrity and absolute discretion when dealing with confidential information</li> <li>• ability to use and maintain payroll and related systems</li> <li>• high level of accuracy with data entry</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• ability to work/collaborate as part of a team</li> <li>• flexible and willing to help and support others</li> <li>• ability to develop and maintain excellent working relationships with key stakeholders</li> </ul>
<b>Catholic Identity</b>	<ul style="list-style-type: none"> <li>• a demonstrated commitment to working in a Catholic Education environment</li> <li>• demonstrated pastoral approach towards student and staff relationships</li> </ul>

## Qualifications, Education and Experience

### Essential

- demonstrated experience in payroll processing
- proven ability to manage payroll systems and processes
- highly developed understanding of contemporary payroll requirements
- proven track record in building relationships with staff
- a demonstrated ability to problem solve, and respond to queries in a timely manner
- a commitment to teaching in a Catholic school environment

### Desirable

- experience working as part of a finance team
- demonstrated experience in working in the secondary school environment

## **Declaration**

I accept the above duties for the position at MacKillop College.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_