POSITION DESCRIPTION

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| **Position Title** | **Payroll Specialist** |
| **Functional Area** | People Operations, People and Culture |
| **Date** | January 2025 |
| **Reports To** | People Operations Manager |
| **Direct Reports** | N/A |
| **Primary Objective** | To ensure the delivery of end-to-end payroll processes that are delivered on time, accurately, efficiently and are compliant and to work as a key member of the broader People and Culture team in the provision of outstanding payroll practices and advice to the business. |
| **Key Internal Relationships** | People and Culture teamExecutive Leadership TeamAll people leaders and employees across Australia and Aotearoa New Zealand |
| **Key External Relationships** | HRIS & Payroll provider (Dayforce)Salary packaging providerSuperannuation providersMembership associations |
| **Primary Responsibilities** | * Manage the end-to-end processing and maintenance of the fortnightly payroll for approximately 300 employees across Australia and Aotearoa New Zealand ensuring that the processes are delivered accurately, efficiently, on time whilst ensuring compliance with relevant laws and regulations.
* Manage the data entry, processing and checking of payroll information to ensure the employee pay records and all payroll related data held in the payroll system is accurate and maintained in accordance with policies and statutory requirements.
* Stay up to date with changes in Awards, payroll policy and legislation and adjust processes accordingly to ensure RACS remains compliant.
* Respond to all payroll queries within agreed service level standards to ensure employees and managers receive a high-quality service.
* Proactively identify any risks in ongoing payroll processing and propose mitigations.
* Work with the Finance team to ensure the accurate and timely flow of information and data and that all required general ledger and month end reporting is provided within agreed timeframes.
* Create and distribute reports to various stakeholders and provide relevant payroll insight to add value.
* Ensure all payroll related processes are documented and identify opportunities for process improvements.
* Process superannuation calculations and reconcile/remit funds in line with agreed timelines.
* Administer month and year end process reporting.
* Administer WorkCover premiums and payroll tax
* Manage and oversee salary packaging, regularly liaising with the provider to ensure the best quality service is delivered for employees
* Be the Payroll superuser/SME of the payroll system maintaining and coordinating any required changes and assisting the wider P&C team as needed.
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| **Essential Skills, Qualifications and Personal Attributes** | * Demonstrable experience of managing end-to-end payroll processing preferably in an educational or non-for-profit setting.
* Excellent communication skills both written and verbal
* A desire and willingness to learn, with strong problem-solving skills
* Strong relationship building skills
* An ability to work at pace and manage competing demands
* Strong service focus with a passion for delivering great service to all stakeholders
* A work style that is warm, approachable and solution focused.
* Excellent attention to detail and ability to handle confidential information;
* Solid understanding of payroll regulations and laws and experience interpreting Modern Awards
* Experience managing payroll processes for Aotearoa New Zealand is desirable
* Knowledge and experience of manual and cloud based human resources and payroll systems. Knowledge and experience of Dayforce is highly desirable
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| **RACS Competencies** | * strives to achieve strategic objectives
* seeks to find better ways of working and increase stakeholder value
* works collaboratively and demonstrates sound reasoning
* effectively prioritises work and meets deadlines
* team player, models RACS values
* works with colleagues across RACS in the achievement of objectives
* strives to grow professionally and is open to feedback
* flexible and adaptive

*RACS is a child safe organisation. RACS recruitment and selection procedures reflect our commitment to the safety and protection of children in all our activities. As part of the selection process candidates are required to undergo a Police check, an anti-money laundering & counter-terrorism check and signing of our Child Safeguarding Policy & Code of Conduct and RACS Workforce Conduct Policy.* |