



## Position Description Team Leader Payroll Services

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The City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.

The City of Port Phillip is a committed Child Safe organisation and has zero tolerance for child abuse. Every child and young person accessing City of Port Phillip has the right to feel and be safe. All City of Port Phillip Councillors, employees, volunteers, contractors and community representatives have a responsibility to understand and activate their role in preventing, detecting, responding and reporting any suspicions of child abuse to the relevant authorities, and maintaining a child safe culture.

**POSITION TITLE:** Team Leader Payroll Services

**AWARD CLASSIFICATION:** Band 7

**DEPARTMENT:** Finance

**DIVISION:** Customer and Corporate Services

**DATE APPROVED:** June 2020

**APPROVED BY**

### **ORGANISATIONAL RELATIONSHIPS:**

**REPORTS TO:** Coordinator Financial Accounting & Services

**SUPERVISES:** Remuneration Officers

**INTERNAL LIAISONS:** Finance; People and Culture; OHS; Organisational Performance, Family Youth & Children; Diversity & Inclusion; Maintenance & Operations and other CoPP departments.

**EXTERNAL LIASONS:** Australian Tax Office

Vision Super

Centrelink

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### POSITION OBJECTIVES

- Supervise the Payroll Services Team in the delivery of the Payroll function and ensure the accurate and timely processing of the fortnightly payroll.
- Maintain and assist in the development of the organisation's HRM system to support the delivery of the fortnightly payroll and all related employee entitlements including report generation.
- Maintain and develop the organisation's Employee Self Service facility to provide staff with access to online applications and employee information.
- Liaise with Management and staff to identify and develop appropriate payroll management and exception reports to support them in the administration of their line areas.
- Support People and Culture System & Analytics Lead in the development of system improvements including automation.
- Support and train staff in accessing online processing tools for accurate efficient payroll

### KEY RESPONSIBILITY AND DUTIES

- Coordinate the daily activities of the Payroll staff by setting work targets, monitoring performance, mentoring, coaching, developing and providing ongoing feedback on performance.
- Ability to successfully process payroll for 1000+ staff on a fortnightly basis, accurately, within agreed timelines.
- Oversee the Payroll and Employee Self Service Helpdesk functions and ensure all issues are resolved in a timely manner.
- Oversee the development and maintenance of all payroll related information on the organisation's Intranet.
- Ensure Payroll Services staff provide accurate and timely advice to management and staff, and are kept up to date with legislation, policy and system changes
- Review and update payroll business processes on a regular basis and communicate with staff.
- Develop and disseminate payroll policies and procedures.
- Develop communications and training materials to assist staff in completing payroll processing via automated functions
- Attend HRM User Group meetings and monitor HRM website to maintain currency of system.
- Ensure that payroll management reports are produced and distributed to Management with each pay run, eg: Leave Reports, Payment Details reports and relevant exception reports (new pays, pay variances etc.)
- Work closely with the organisation's Internal Audit area to ensure compliance with audit requirements and investigate all audit findings and recommendations.
- Be responsible for personal learning and development.



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### **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- Ensure that revenue accounts are raised and collected in a professional and efficient manner to enable Council to fulfil its financial goals and objectives.
- Ensure the debtors module is maintained accurately
- Responsible for the production of creditor cheques and EFT payment of goods and services purchased by Council.
- Ensure payments are allocated correctly to accounts
- Ensure reconciliations are completed on a timely basis with variances investigated and cleared
- Ensure journals are processed accurately with clear understanding of accounting treatment (debits and credits)

### **JUDGMENT AND DECISION MAKING**

- Ensure compliance with taxation legislation for all payroll transactions and ensure processes are completed in line with requirements and timelines of the Australian Taxation Office.
- Decisions and advice provided will be within the limits of Council policy and relevant legislation.
- Decisions made will have an impact across the organisation, especially with People & Culture
- Changes to entitlements will only be made in consultation with People & Culture and OHS

### **SPECIALIST SKILLS AND KNOWLEDGE**

- Detailed knowledge of payroll entitlements and legislation including taxation (payroll, FBT) and superannuation
- Extensive experience in award interpretation and calculation of entitlements including redundancy, maternity leave, enterprise agreement increases
- Extensive knowledge of HRM system administration
- Sound Excel knowledge with the ability to effectively manipulate and interrogate data.
- High attention to detail, accuracy and good numeracy skills
- Ability to understand and apply different entitlements across varying functions and department.
- Ability to develop communications and training materials to support the organisation.



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### MANAGEMENT SKILLS

- Proven ability to successfully supervise a team to deliver a critical process on a fortnightly basis
- Proven ability to work effectively with minimal supervision and manage conflicting priorities for self and the team
- Proven ability to liaise and work effectively with Management and all levels within the organisation.
- Commitment to Council core values, principles and service culture initiatives
- The ability to prioritise time and individual workload, including proven delegation skills

### COMPLIANCE

- Ensure that you are familiar with and abide with, the City of Port Phillip Employee Code of Conduct, applicable legislation and Council's policies and procedures.

### INTERPERSONAL SKILLS

- Demonstrated ability to develop and support a small team while delivering a critical service.
- Highly developed communication and interpersonal skills operating at all levels within an organisation.
- Ability to communicate ideas and assistance in a practical straight forward manner and listen effectively.
- Maturity and an ability to relate and communicate comfortably with others.
- Effective and adaptable leadership and communication style enabling trained, engaged staff and an accurate payroll.

### QUALIFICATIONS AND EXPERIENCE

- Proven experience in similar leadership roles - preferably in a Local Government environment.
- Proven experience in senior payroll roles- processing high volume payroll, with significant award and entitlement interpretation
- Fully conversant with computer processes relating to the debtor's system (Pathway preferred), accounts payable and accounting programs (Technology One preferred).
- Proven experience in understanding and applying taxation, workcover and superannuation legislation to payroll activities.
- Appropriate tertiary qualifications, ideally in a business or administrative discipline, will be desirable.
- Prior experience supporting payroll system administration.



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### KEY SELECTION CRITERIA

- Demonstrated reconciliation skills, problem solving, attention to detail and accuracy.
- Excellent and demonstrated oral and written communication skills for dealing with staff queries at all levels, training, letter writing and procedure manuals
- Demonstrated track record of effectively leading a Payroll function
- Experience in supporting the development and management of a HRM.
- Sound understanding and experience in the interpretation of the current Local Authorities Award, Enterprise Agreements, associated awards taxation and superannuation legislation compliance requirements and conditions of employment.
- Proven ability to work effectively with minimal supervision and manage conflicting priorities, including prioritisation and delegation of tasks
- Proven experience in successfully supervising a small team, including training, mentoring and development