Whitefriars Catholic School

**SCHOOL LOGO**

School Payroll Officer

Position Information Document

# INTRODUCTION

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| **Title of Position:** | Payroll Officer |
| **Department:** | Finance |
| **Reports to:** | Business Manager |
| **Stream:** | Administration & Finance |
| **Classification:** | Grade 4 |
| **Number of Direct Reports:** | 1 - 5 |

Catholic Education South Australia (CESA) comprises over 100 schools, approximately 9,000 staff and more than 50,000 students across the Archdiocese of Adelaide and the Diocese of Port Pirie. Catholic schools and the Catholic Education Office (CEO) work in partnership with families, children, and young people to give life to the Living, Learning, Leading Framework and to successfully position CESA as the leading education system and an employer of choice.

Catholic Education South Australia is committed to ensuring the safety, wellbeing and dignity of all children and young people. All CESA staff undergo screening to ensure they are fit to work with and protect children and young people. We uphold safeguarding values through thorough recruitment processes, ongoing training, support and supervision, and ensuring all staff are aware of safeguarding policies and procedures.

## POSITION OVERVIEW

Under the moderate direction of the Principal/Business Manager (or delegate), the Finance Officer is responsible for the day-to-day administration of the school’s business and financial activities.

## SIGNIFICANT WORKING RELATIONSHIPS

* Principal / Deputy Principal
* Teaching and non-teaching staff
* Parents / caregivers, students and school community
* School Board Finance Committee
* CESA Finance Team
* External parties / stakeholders

## KEY RESPONSIBILITIES

Duties include, but are not limited to:

* Apply a detailed knowledge of the Enterprise Agreement and SACCS policies to enable provision of general advice to school staff. This includes interpreting standard provisions of the Enterprise agreement and employment contracts.
* Timely and precise payroll processing, including specialised salary and payroll calculations, for approval by the Principal (or delegate).
* Manage salary packaging and fringe benefit tax requirements with advice from others, as required.
* Under direction, calculate specialised requirements such as eligible termination payments, superannuation trust deed requirements, redundancy and workers compensation matters (subject to approval).
* Calculate, record and maintain employees leave entitlements records.
* Undertake any other duties as required by the Principal (or delegate).

## PERSON SPECIFICATION

* Commit to upholding and actively contributing to the Catholic ethos of the school.
* Demonstrated comprehensive experience and full competence in general accounting practices and procedures including a sound knowledge and understanding of GST and accrual accounting.
* Proficiency in the use of financial and payroll software systems.
* Ability to evaluate information and use forecasting for financial planning purposes.
* Excellent proficiency in using a computer, applicable programs and other ICT equipment, online reporting, computerised accounting and electronic banking and payroll systems with high accuracy and attention to detail. Familiarity using school systems is desirable.
* Able to work within clear stated objectives under moderate supervision, obtain guidance as required and effectively utilise a high degree of initiative, discretion and capacity to program work and achieve stated objectives.
* Excellent time management and organisational skills and ability to effectively prioritise tasks and meet timelines to deliver required outcomes.
* Ability to analyse, diagnose, design and implement solutions across a broad range of technical and operational functions specific to the role and be responsible for own work outcomes within broad parameters.
* Demonstrated ability to maintain appropriate confidentiality.
* Ability to effectively support other staff members during unexpected situations or emergencies and follow procedures required to assist in leading these situations.
* Commitment to continuous improvement and learning to remain current with area of specialty, undertake identified training in a timely way and positively participate in professional reviews.

## ROLE REQUIREMENTS

* A Diploma or equivalent in Accounting, Finance, Business or similar, and/or significant work experience in a comparable role. Experience working in a school setting is highly desirable.
* Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
* Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
* Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
* First Aid Qualification as directed by the school.
* As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.
* Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
* Comply, in so far as you are reasonably able, with any reasonable instruction given by the employer.
* Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.