

PAYROLL OFFICER

Reporting to:	The Finance Manager
Location:	Concordia College, 24 Winchester Street Highgate
Classification:	Lutheran School Officer, relative to the <i>Lutheran Schools SA Enterprise Agreement</i>
Tenure:	Ongoing part-time
Time Allowance:	20 hours per week

ROLE DESCRIPTION

The Payroll Officer is responsible for the ongoing preparation of fortnightly payroll and associated salary records, including superannuation, pay as you earn taxation, other salary deduction records and returns.

The Payroll Officer will be responsible for ensuring accuracy in the calculation and input of data, maintain associated salary records including superannuation, taxation (PAYG), maintain staff leave records, and keep abreast with current accounting and financial management of payroll, especially relating to the education environment.

ESSENTIAL REQUIREMENTS

- a commitment to the faith life of the College and its Lutheran identity
- qualifications and experience commensurate with the role
- experience and high-level skills in using contemporary digital technologies
- current Working with Children Check & RRHAN-EC
- First Aid accreditation
- experience in schools

SELECTION CRITERIA

Finance	<ul style="list-style-type: none"> • ability to prioritise • knowledge of fortnightly payroll and accuracy in the calculation and input of data • current knowledge of superannuation, taxation (PAYG), and financial management of payroll • other tasks as required
Competencies	<ul style="list-style-type: none"> • a lateral thinker and positive problem solver • attention to detail • contributes positively and constructively to a team environment • accurate numerical skills • shows professional judgement and initiative • strong knowledge of Microsoft O365, Synergetic, ELMO or a similar payroll database • provides effective day-to-day support • effective prioritisation • positive communication skills – internal and external • high level use of digital technologies • able to multi-task
Personal Qualities	<ul style="list-style-type: none"> • collaborative • supportive, helpful • maintains confidentiality • reliable and trustworthy • organised and calm under pressure • flexibility in hours and tasks • independent and group focused • demonstrates integrity • willing to support others • positive and friendly communication at all times