



Guildford Grammar School

POSITION DESCRIPTION

Position Title:	Senior Payroll Officer
Date Established:	March 2025
Reports to:	Financial Controller

POSITION OVERVIEW

The Senior Payroll Officer provides a broad range of payroll and staff benefit services, leveraging extensive and expert payroll award, taxation and legislative knowledge to deliver high quality, consistent and efficient services to all stakeholders.

The role is responsible for the management of the full payroll cycle for up to 500 staff, supported by other members of the Finance team. Along with executing the everyday payroll function in line with the appropriate awards, the role is responsible for developing best practice payroll solutions through providing recommendations to enhance payroll management, project managing systems upgrades and training staff on best practice payroll processing.

The post holder is a customer service champion, advising and responding to complex enquiries and issues, providing support and accurate information to staff and always leading by example in line with our organisational values.

REQUIRED COMPETENCIES AND SKILLS

Education and Training

- Demonstrated experience in a similar role.
- Advanced Diploma of Payroll Management (or equivalent).
- Member or Affiliate of Australian Payroll Association (or equivalent).

Competencies & Technical Skills

- Extensive knowledge of management of end-to-end payroll process and procedures in a high volume environment.
- Demonstrated experience in reviewing and enhancing best practice payroll function.
- Demonstrated knowledge of current legislation as it applies to payroll.
- Working knowledge and understanding of Workplace Agreements and Awards, incorporating this to the payroll process accordingly.
- Ability to liaise effectively and articulately with all levels of the organisation.
- Demonstrated working knowledge of computerised payroll and roster systems.
- Extensive payroll related project management experience.
- The ability to perform duties accurately in a high-volume environment.
- Demonstrated experienced in guiding and supporting staff in payroll processing and associated tasks.
- The ability to manually calculate wages when necessary, including annual leave, long service leave and terminations.
- Demonstrated ability to think, analyse and consider the broader context to develop practical solutions to enhance the payroll function.
- High level of computer literacy, including demonstrated experience of report generation and use of Microsoft Office suite for payroll purposes.

Personal Attributes & Values

- Commitment to providing customer focused services in line with departmental and organisational objectives.
- Demonstrates drive and motivation with the ability to self-reflect and a commitment to learning.
- Will exercise sensitivity and maintain strict confidentiality adhering to all requirements of the Privacy Act.
- Possesses a strong work ethic, striving for continuous improvement and the achievement of high standards.
- Demonstrated commitment to understanding and ensuring compliance with Occupational Health & Safety requirements.
- Demonstrate commitment to the Purpose, Values and Anglican ethos of the School.
- Be responsible and held accountable for continuing compliance with our Child Protection and Reporting Policy. It is expected that all staff maintain contemporary knowledge of the Policy at all times.

RESPONSIBILITIES AND TASKS

These include, but are not limited to:

Key Senior Payroll Responsibilities:

- Provide all payroll services according to the relevant awards, agreements and legislative conditions within the Department and GGS culture and values.
- Deliver support as follows;
 - fulfill service requests and process transactions within the agreed organisational policy and procedures, payroll quality assurance framework and control environment to ensure;
 - employee records are accurate and maintained
 - employees are paid correctly and on time
 - entitlements are paid and recorded according to legislation, awards, policies, best practice and legislative requirements.
- Provide exceptional customer service and advice and respond to and resolve complex enquiries and issues to ensure the provision of accurate information, and the timely and effective resolution of issues and requests for support.
- Contribute to the ongoing development and maintenance of standard operating procedures, training material and knowledge articles, identify opportunities for continuous improvement and implement new processes to streamline the payroll function and develop best practice operations ensuring alignment to current GGS policy, legislation, process, awards and best practice payroll approaches.
- Coach, mentor and develop other payroll staff and monitor the processing work of other departments to ensure accurate and correct information is entered into the payroll system.
- Manage complex and competing demands with multiple stakeholders whilst meeting customer expectations.
- Develop and maintain currency of knowledge in the areas of best practice payroll, superannuation, salary packaging and entitlement administration, GGS policy and legislation and impart key changes quickly and effectively to other payroll staff.

Leadership & Project Management

- Create and promote exceptional customer service in supporting staff with remuneration queries including responding within 2 business days.

- Actively bring recommendations to the members of Senior Leadership Team for enhanced payroll management for staff and budgeting purposes.
- Project manage system upgrades with the support of the ICT department and educate staff on any changes.
- Train staff on best practice and troubleshooting timesheet submission issues.
- Develop a strong relationship with salary sacrifice providers to support staff in accessing employee benefits.

Payroll Operations

- Set up new employees including appropriate taxation and superannuation requirements in line with legislation and employee declarations.
- Set up, review and maintain the accuracy of employee history and personnel payroll records.
- Ensure employee payroll files are accurately maintained on a fortnightly basis including filing and archiving.
- Run payroll system processes including award and contract interpretation, check payroll system treatment of timesheets, calculate pay results, generate reports, pay validations, finalise the payroll and banking of wages.
- In conjunction with the Human Resources team, review and confirm applications for long service leave, personal and annual leave are appropriate, aligning with School policies and definitions.
- Liaise with the Human Resources team with regards to salaries, WWC cards (including maintaining expiry dates in Payroll system) and probation and contract end dates.
- Coordinate claims for workers compensation related payments and insurance reimbursements in liaison with the Human Resources team.
- Set up and maintain salary packaging deductions in line with GGS salary packaging policy and procedures as necessary.
- Assist in processing deductions such as superannuation, salary packaging, tax, child support and other payroll deductions as required and forward details of the payment and monies owing to the relevant stakeholders.
- Liaise with the Financial Controller on timing of payroll and associated payments.
- Maintain and advise appropriate staff of details regarding upcoming significant dates.
- Maintain appropriate records and filing in a timely manner.
- Process Tax Declaration Forms electronically.
- Attend and participate in weekly staff meetings.

- Assist with reporting to regulatory authorities about employee numbers and demographics as required.
- Any other duties as may be required.

This position description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager's discretion. Employees may also be required to undertake other reasonable duties as directed.