

Job Description and Selection Criteria

Payroll Assistant

VISION

To enrich the lives of everyone in our community.

PURPOSE

To provide a caring community where every person feels safe and has the freedom and choice to live the life they desire.

R

RELIABLE

We are dependable, trustworthy and can be relied upon.

E

ENTHUSIASTIC

We always try to do the best that we are able, and that we are happy and proud of our efforts.

S

SUPPORTIVE

We will always help, encourage and support a resident or colleague that is in need.

P

PROFESSIONAL

We maintain a high level of professionalism and integrity when dealing with all persons.

E

ETHICAL

All our decisions and actions are based on fairness and honesty.

C

COMPASSIONATE

Courtesy and kindness are extended to each person in every circumstance.

T

TEAM

We are all working towards the same goal, and we are all part of the same team.

<p>Location Bentley Park</p>	<p>Reporting To Payroll Manager</p>
<p>Direct Reports Nil</p>	<p>Award / Agreement SwanCare Group Incorporated (HSUWA) Enterprise Agreement 2022</p>
<p>Normal Hours As rostered – 38 hours per week</p>	

Position Objective

The Payroll Assistant as part of the Finance team processes the delivery of accurate and timely payroll administrative services to SwanCare, to meet business needs and improve efficiencies in accordance with relevant industrial instruments and SwanCare protocols and procedures.

Responsibilities

Process all fortnightly payroll related tasks including:

- End-to-end payroll processes including data input, calculations and disbursements.
- Update with manual transactions if/where required.
- Processing all leave applications for leave paid out as required.
- Processing of employee deductions.
- Processing of Centrelink functions within payroll.
- Processing and calculating termination payments.
- Reporting and filing of payroll data as required.
- Transferring pay data from terminal to banks, credit unions, unions, ATO and other agencies as required.
- Acting as one of the primary contacts for payroll related queries or information.
- Ensuring confidentiality of payroll & personal information.

Assist in conducting EOM and EOY processes including:

- Processing and distributing EOM reports including superannuation, worker's compensation, leave reports, financial costings reports, and other reports as necessary.
- Processing SwanCare end of year as required by ATO.
- Input & maintenance of EOM & EOY payroll data.

Acts in accordance with:

- SwanCare Policies, Guidelines, Standards, Protocols and Procedures
- The Aged Care Legislation and Principals
- Payroll and Finance Legislation and Standards

Personal Development

- Maintains and develops professional knowledge and skills related to position.
- Actively participates in professional associations and SwanCare Group committees as requested.
- Sets goals for personal and professional growth and revises them annually.

Corporate Values

- Actively promotes & develops the corporate values of the organisation.
- Acts in accordance with all relevant legislation, policies, principles, and procedures
- Participates in processes to monitor customer satisfaction throughout services delivered by the role

Work Health and Safety

- Accepts responsibility for own work health and safety requirements.
- Attends all mandatory education
- Utilises Universal Precautions at all times.
- Reports all hazards, accidents and incidents and completes the appropriate forms.
- Identifies and reports any practice / equipment which may reduce safety for staff or residents.
- Works in a safe manner, considering own safety and that of other staff members, residents, and visitors to SwanCare Group.
- Ensures equipment that is broken and may present an injury risk to staff and residents is removed from the work area and a request is submitted to the appropriate Manager.
- Conducts safety audits when requested to do so.

Other

Other tasks may be assigned from time to time to meet the needs of the organisation and/or to assist with the employee's development.

Performance of all tasks to the required standard is essential to maintain the contribution of this position to SwanCare Group standards and the effectiveness of operations.



Selection Criteria – Payroll Assistant

Essential

- Demonstrated knowledge and experience as a payroll assistant or similar role
- Strong attention to detail and accuracy in data entry and calculations
- Proficiency in MS Office applications, in particular Excel
- Demonstrated effective communication (verbal and written) and interpersonal skills
- Good organisational and time management skills
- Discretion and integrity in handling confidential information
- National Police clearance
- Current Flu Vaccination and Covid Booster vaccination as mandated by Government for Aged Care

Desirable

- Knowledge and previous experience working with Chris21
- Knowledge of Aged Care Industry Awards

Prepared By

Accepted and Agreed by

People and Culture

Name: _____

Signature:

Date:

