

Job Description and Selection Criteria

Payroll Manager

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	E	S	P	E	C	T
RELIABLE	ENTHUSIASTIC	SUPPORTIVE	PROFESSIONAL	ETHICAL	COMPASSIONATE	TEAM
We are dependable, trustworthy and can be relied upon.	We always try to do the best that we are able, and that we are happy and proud of our efforts.	We will always help, encourage and support a resident or colleague that is in need.	We maintain a high level of professionalism and integrity when dealing with all persons.	All our decisions and actions are based on fairness and honesty.	Courtesy and kindness are extended to each person in every circumstance.	We are all working towards the same goal, and we are all part of the same team.

Location Bentley Park	Reporting To Management Accountant
Direct Reports Payroll Coordinator Payroll Officer	Award / Agreement Award or Contract
Normal Hours 38 hrs per week	

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Position Objective

The role of the Payroll Manager is to lead a small team and oversee all aspects of payroll processing, ensuring accuracy, compliance, and efficiency.

Responsibilities

- Oversight of all payroll functions & procedures, including end-of-month & end-of-year processes, to ensure efficiency & accuracy of data.
- Mentor, guide, and support team in knowledge and skills development.
- Act as the key escalation point to troubleshoot and resolve payroll issues in conjunction with the payroll team, Roster Coordinators, Managers, & P&C team.
- Conduct regular internal audits of payroll records to ensure accuracy and compliance. Prepare monthly reports and analysis for key departments and provide insights into payroll data when required.
- Act as key lead and contact for external audits.
- Continuously review, monitor, and evaluate payroll procedures and processes to ensure accuracy and identify efficiencies in accordance with industrial instruments and relevant Acts and Regulations.
- Track and trend payroll queries and issues to facilitate areas for improvement.
- Coordinate leave to ensure appropriate coverage for payroll function.

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 occupational 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 Manager

Essential Criteria

- Demonstrated previous experience in a payroll processing role.
- Demonstrated previous experience working in a managerial role overseeing a team.
- Attention to detail and strong analytical and problem solving skills.
- Highly developed communication and interpersonal skills.
- Highly developed Microsoft Excel skills.
- Ability to multitask and work to deadlines.
- Ability to manage systems for storage and non-disclosure of confidential and sensitive information.
- Demonstrated commitment to customer service.
- Proven ability to effectively lead a team.

Desirable Criteria

- Qualification in Finance or Human Resources.
- Knowledge and previous experience working with Chris 21.
- Experience working in Aged Care / Healthcare industry.
- Previous experience working with Optima Rostering System.

Prepared By:

People and Culture

Signature: _____

Date: _____

Accepted and Agreed by:

Name: _____

