

## Position Description

<b>Position Title</b>	<i>Payroll Officer</i>
<b>Reports To</b>	Finance and Procurement Manager
<b>Business Unit</b>	Corporate Services

### About EMPHN

With our partners, we will facilitate health system improvement for people in eastern and north eastern Melbourne. In doing this, our five key strategic priorities are:

1. **Addressing health gaps and inequalities**
2. **Enhancing primary care**
3. **Leveraging digital health, data and technology**
4. **Working in partnership to enable an integrated service system**
5. **A high performing organisation**

Our organisational values underpin the work we do.



### Purpose of Position

The Payroll Officer reports to the Finance and Procurement Manager and ensures on time and accurate processing of all payroll related activities for EMPHN. The incumbent will ensure the provision of accurate and timely processing of payroll and management of such activities for the organization. The payroll officer will drive all payroll related activities and will support employees, managers and the Finance team to have access to relevant payroll related information as required. The incumbent will deliver on improvement projects and will ensure continuous improvement in processes, policies and systems as required.

### Key Relationships and Stakeholders

#### Internal

- Finance, Facilities and Procurement Team
- Executive Leadership Team
- Leaders across the organisation
- EMPHN employees and contractors

#### External

- ATO and relevant Financial Organisations
- Government Departments
- Regulatory Bodies
- Consultants and Auditors

### Key Accountabilities

#### Payroll Processing

- Effectively process all payroll requirements in full and on time as required, across EMPHN.
- Ensure bank reconciliation processing is effectively delivered to the relevant person for approval.
- Review payroll processing data so as to enable the effective management of all relevant data inputs into the cycle.
- Ensure effective records management and administration is maintained for the payroll function across EMPHN.
- Effective input and maintenance of data and system administration relating to payroll for EMPHN.
- Collate relevant data and process the information required to complete the payroll cycle prior to submission.
- Ensure accurate month end and year end payroll reconciliations are completed in full as required by the Finance team.
- Ensure effective review of bank reconciliations prior to final approval by the Manager.

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## Payroll Reporting and Support

- Effective input into accounting, budgeting and financial planning reporting systems as required by the Finance unit.
- Ad-hoc payroll reports and query management as required by relevant team members, managers and employees.
- Ensure accurate input into Board and AGM reporting for month/year end and financial review process.
- Provide support to the Finance Officer and Administration whilst on leave or as ad-hoc support is required.

## Audit, Compliance and Continuous Improvement

- Provide relevant input on payroll processing details as part of the overall EY Controls Audit.
- Effectively prepare for and contribute to the preliminary audit planning relating to payroll for the organisation.
- Relevant payroll data input, as required, to the internal audit process for the organisation.
- Effective input into the external audit process and ISO audit relating to payroll, as required by the Finance unit.
- Manage compliance with ATO, legislative, regulatory and funding body requirements relating to payroll.
- Identify opportunities for innovation and continuous improvement to strengthen EMPHN's delivery.

## Organisational Leadership

- Model a proactive, practical and positive approach to health, safety, wellbeing and environment.
- Ensure personal performance and behaviours embrace safety, equity, diversity and inclusion.
- Enhance EMPHN's culture through behaviours consistent with EMPHN's values and enable a culture of high performance.
- Deliver on business priorities, organisational and operational goals in an innovative manner.
- Ensure appropriate risks are identified and managed in accordance with EMPHN policies and procedures.

## Stakeholder Engagement & Relationship Management

- Provide advice and support to the employees and leaders on areas of functional payroll expertise.
- Engage relevant managers on payroll related issues relating to their Units.
- Ensure engagement across EMPHN as a subject matter expert in payroll across EMPHN.
- Attend team meetings and collaborate on relevant information as required.
- Ensure effective and strong relationships with internal stakeholders, auditors, and other relevant organisations in a manner consistent with EMPHN values to meet EMPHN strategic goals.
- Promote a positive image the organisation and positively contribute to the identity and reputation of EMPHN.

## Qualifications

- Certificate IV/Diploma in payroll management/administration or related discipline.
- Preferred but not essential: Tertiary qualification in finance or business or related discipline.

## Knowledge, Skills and Experience

- 7+ years' experience in a payroll related functional role in a government funded organisation.
- Detailed payroll processing skills and detailed understanding of payroll and finance report processing.
- Accounts payable/receivable experience (to support Finance Officer during times of absence or as required)
- Ability to build and maintain strong working relationships with the finance and other related team(s).
- Strong time management skills and ability to work under pressure to meet processing deadlines.
- Strong processing, analytical and problem solving skills.
- Strong verbal and written communication skills with the ability to express clearly and effectively.
- Ability to be agile and flexible in approach to work with a continuous improvement mindset.

## Approval and Review

<b>Approved By:</b> James Scott	<b>Date:</b> 15/12/20
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