


# Position Description

## Payroll Officer

Foodbank Victoria



<b>POSITION:</b>	Payroll Officer	<b>LOCATION:</b>	Yarraville
		<b>DIRECT REPORTS:</b>	N/A
<b>REPORTS TO:</b>	Finance Manager	<b>APPROVED BY:</b>	Chief Executive Officer - David McNamara
<b>DATE PREPARED:</b>	February 2023	<b>CEO SIGNATURE:</b>	
<b>PURPOSE:</b>			
<p>Whether it's everyday emergencies or in times of crisis, Foodbank Victoria has been providing vital food relief to vulnerable Victorians for more than 90 years. Through our network of 533 charity partners across the State, we're able to provide 1.2 million meals a month to Victorians in need. And while supporting our charity partners is at the core of what we do, as the State's dedicated emergency food relief organisation, we're also here to assist Victorians through times of crisis.</p> <p>Our vision is healthy food for all. We believe that all Victorians should have regular access to healthy food. That's why we work with partners right across the food and grocery sector, from farmers and growers right through to retailers, to source and rescue essential food and grocery items to redistribute to Victorians in need.</p> <p>As we continue to grow, our Strategy FY23-27 is to take a more data influenced and place-based approach to increasing the volume of food that reaches vulnerable members of the Victorian community. In keeping with the ever changing demographic and geographic make-up of the state's population, we will develop bespoke Community Food Plans to best determine how to reduce food insecurity in each the state's 79 Local Government Areas. We will continue to support established community partners and develop programs and structures where there are none, ensuring that all those in need will be met with our three guiding principles. Dignity. Equity. Respect.</p>			
<b>THE POSITION:</b>			
<p>The Payroll Officer is responsible for the full payroll function including the end to end payroll process, superannuation, government benefits, workcover payments, management of appropriate support systems such as Reckon/alternative payroll/time management systems, ensuring compliance with all legislative and reporting requirements.</p>			
<b>KEY RESPONSIBILITIES:</b>			
<p><b>Payroll Administration</b></p> <ul style="list-style-type: none"> <li>• Process payroll ensuring accurate recording and interpretation of hours paid, rates of pay, leave, time in lieu and payroll calculations, in accordance with the Collective Agreement, employment agreements and/or government/workcover/other statutory obligations.</li> <li>• Process payroll in a timely and efficient manner; allowing sufficient time for checks and authorisations.</li> <li>• Ensure that appropriate written authorisation is received for all payroll processing, including timesheets, changes to pay and new appointments.</li> </ul>			

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### KEY RESPONSIBILITIES (CONTINUED)

- All necessary reconciliations are completed.
- Confidentiality of payroll matters maintained at all times.
- Ensure integrity of payroll data and payroll system.

#### Statutory Obligations

- Reconcile PAYG deductions and superannuation contributions, preparing for payment, ensuring the organisation's taxation and superannuation obligations are met.
- Timely STP lodgements
- Yearly preparation of PAYG Payment Summaries; including payroll reconciliation and salary sacrifice grossed up adjustments.

#### Month End and Reporting

- Annual and Long Service Leave accruals
- Payroll journals
- Assist the Finance Manager with budgets and forecasts
- Produce payroll reports as required

#### Queries and Advice

- Provide employees and managers with accurate and appropriate advice about pay issues, referring them to external sources when relevant, such as the ATO and Advantage Salary Packaging.
- Instruct responsible managers in payroll procedures and practices.

#### Procedure Development

- Develop and maintain procedures for payroll to ensure consistent controls are maintained within the finance department and across the business.

#### Improvement Projects

- Lead the implementation of a new payroll/time management system; partnering with P&C, ICT and outside vendors.
  - Vendor selection, scoping, implementation (development, solution testing, user testing), post go-live, employee training and documentation development.
- Continual improvement and enhancement of the payroll/time management system
- Assist in the implementation of a new HRIS

#### Self-Management

- Positive participation in regular team meetings.
- Inform team members and other departments of relevant information as appropriate.
- Willingness to undertake training and development opportunities as appropriate.
- Effective time management and organisational skills demonstrated through ability to meet deadlines.
- Demonstrate the Foodbank Victoria values of empowerment, accountability, respect and integrity in all work activities.
- Willingness to undertake other duties as required.

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### Authorisation Level

- Prior approval from your manager is required for any single purchase or financial commitment of \$50 or more and/or any monthly purchase or financial commitment. In the absence of your Manager, approval of the CEO or two department managers is required.
- All employment decisions must be approved by the CEO.

### Physical Requirements

- Ability to perform standard office-based tasks including computer use.
- Ability to lift items approximately 10kg weight.

### ORGANISATIONAL ACCOUNTABILITIES

The organisational accountabilities are the **expected standards of performance** for all roles and levels at Foodbank Victoria.

#### Workplace Health & Safety

- Actively participate and promote a health and safety culture that believes all incidents are avoidable and strives to create an environment free from injury or illness and operate in accordance with Foodbank Victoria's safety policies and procedures.

#### Culture

- Drive a positive and proactive customer service culture and demonstrate an active commitment to the culture, vision and values of Foodbank Victoria.
- Comply with Foodbank Victoria's Code of Conduct, policies, and procedures, at all times.

#### Information & Communications Technology

- Protect and manage Foodbank Victoria's information assets in accordance with policy and process requirements.
- Use Foodbank Victoria's technology appropriately and with respect.

#### Customer Service

- Demonstrate a comprehensive understanding of the customers of Foodbank Victoria, creating a culture of customer service excellence.

#### Financial Accountability & Governance

- Models compliance with Foodbank Victoria's Authority and Financial Delegations policy.

#### Corporate Record keeping

- Ensure that full and accurate records are made for all business transactions conducted on behalf of Foodbank Victoria and that all records are appropriately retained in accordance with Foodbank Victoria's recordkeeping requirements.

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### KEY PERFORMANCE INDICATORS:

#### 1. Achievement of Key Results

- Payroll processed in a timely and accurate manner.
- Processes and procedures developed and maintained.
- Management team and employees provided appropriate and accurate information when requested.
- Statutory obligations fulfilled.
- Month end journals completed in a timely and accurate manner.
- New Payroll/Time management system implemented.

#### Measures

- Processing of payroll achieved to required timeframes; with accurate data entry and appropriate interpretation to fulfil our statutory obligations.
- Payroll processes and procedures developed and maintained to reflect continuous improvements.
- Information provided is accurate and reflects confidentiality requirements
- Statutory obligations are undertaken within required timeframes and current requirements.
- Month end deadlines achieved.
- Successful implementation of new software
- Annual plan achieved

#### 2. FBV Values and Policies

- Ensure a safe and healthy working environment.
- Treat fellow staff, clients, suppliers, all others and the environment with dignity, courtesy, and respect.
- Uphold the principles of equal opportunity and maintain an inclusive workplace free of discrimination, harassment & bullying.
- Accept responsibility and accountability for our actions, work performance and the use of property.
- Act in ways that maintain our integrity, reputation, and the confidentiality of information of all stakeholders.
- Act in the spirit, as well as the letter, of the law and Foodbank Victoria's policies.
- Report and act upon any known violations of Foodbank Victoria policies.

#### Measures

- 100% compliance with Foodbank Victoria's policies and procedures.
- Take part in 1 internal workplace audit every 12 months.
- No reported breaches in confidentiality.
- All known violations of these FBV guidelines reported to line manager.

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### KEY PERFORMANCE INDICATORS (CONTINUED)

#### 3. Team Performance

- Provide a flexible and stimulating workplace that encourages honest and effective communication.
- Nurture a culture of mutual trust, support and encouragement where everyone's contribution is recognised equally.
- Commit to the achievement of Foodbank Victoria's goals and objectives in a manner that promotes enjoyment and satisfaction in our work.
- Celebrate excellence.
- Act and communicate ethically with all stakeholders.
- Adhere to ethical purchasing procedures.

#### Measures

- >90% Team meetings attended.
- Training programs are achieved.
- Review discussions completed.

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### KEY SELECTION CRITERIA:

#### Qualifications

- Diploma level qualification
- Hold and maintain a current driver's license and be prepared to drive.
- Professional development training undertaken.
- Willingness to undertake a criminal record check.

#### Experience

- 5 years professional experience in similar roles.
- High level of ability working within Reckon and Microsoft Office Programs.
- Good understanding of internal and external compliance issues as they relate to payroll.
- Good business/commercial knowledge.
- Strong accuracy and attention to detail.
- Results orientated - keenness to track performance and take action to correct where necessary, ongoing focus on improvement.
- Communication skills - actively listens and responds appropriate.
- Excellent organisation and time management skills.

#### Competencies

- Seeks feedback and responds appropriately.
- Copes with change, effectively.
- Takes initiative.
- Works hard to meet and exceed accountabilities.
- Makes others feel valued.
- Is reliable, consistent and fulfils commitments.
- Maintains confidentiality.
- Works collaboratively.
- Plans and organises work efficiently and effectively.
- Understands our markets, supply chain and operations.
- Identifies opportunities to grow or improve the organisation.
- Resourceful.
- Innovative.
- High degree of accuracy and attention to detail.

I agree to abide by Foodbank Victoria's values, policies and procedures and that this position description clearly outlines the overall responsibilities, physical requirements and duties that are to be carried out as part of this role of which I agree to perform at the best of my abilities. I also understand that the position requirements represent the minimum requirements to perform the duties at the current level.

<b>NAME:</b>	
<b>SIGNATURE:</b>	
<b>DATE:</b>	