



Avila College

ROLE DESCRIPTION

Position Title	Finance Officer Payroll
Classification	Education Support Officer
Time Allocation	Part time FTE 0.6 – 0.8 (3-4 days/week) Days and hours to be negotiated with successful applicant
Reports to	Business Manager Principal
Direct Reports	Nil
Appointment Terms	<ul style="list-style-type: none">– Employment is in accordance with terms and conditions of Victorian Catholic School Multi-Employer Agreement (VCEMEA 2013)– Remuneration in accordance with (VCEMEA 2013)

Avila College Mission Statement

We offer Avila girls the best Catholic education and inspire successful future.

We give our students options and opportunities to explore and understand what a great future looks like and what it takes to get there.

We teach, guide and support our girls to achieve that vision for themselves.

We challenge them to always strive to be their best...both today while they're students and tomorrow, long after they have left the college.

Avila College Vision Statement

We inspire our girls today to become successful women tomorrow

Avila College Child Safety Commitment

Avila College has a zero tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 870 requires Avila College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to: Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable) into account when creating a child safe environment

Position Purpose

The Finance Officer Payroll is a key role within the College that assists the Business Manager on a day to day operational level. By its very nature this role involves periods of sustained periods of independent work and it requires the individual to be unequivocally discrete, treating all payroll information with the utmost confidentiality.

The tasks within this role are as follows but not limited to:

Position accountabilities	Details
Payroll	<p>Preparation and processing payroll on a fortnightly basis which includes the following processes -</p> <ul style="list-style-type: none"> ▪ setup of new employees ▪ new superannuation accounts ▪ salary packaging ▪ salary variations and updating online staffing information fortnightly to assist in completing mid-year and annual reporting required by the Catholic Education Victoria Network (CEVN) <p>Monthly reconciliations of -</p> <ul style="list-style-type: none"> ▪ New superannuation accounts to address compliance expectations ▪ All General Ledger accounts relevant to payroll ▪ Processing of all end of month payroll transactions in a timely manner and managing all relevant reports for audit purposes <p>Completing all leave calculations which includes -</p> <ul style="list-style-type: none"> ▪ Maintaining accurate annual leave records creating appropriate journals for the end of the year provision account ▪ During the year and each December calculating pro-rata holidays and annual leave loading ▪ Processing all approved long service leave reimbursements prior to staff commencing long service leave ▪ Reconciliation of payroll and relevant general ledger accounts for all long service leave payments claimed and taken <ul style="list-style-type: none"> – Prepare and update each term an accurate salary schedule reflecting all contract variations and records of staff leave taken. – At the end of ATO year, produce PAYG advice slips for all staff, reconciling all payroll general ledger accounts prior to running the advices – Forward the end of financial year PAYG file to the ATO to meet reporting requirements – In conjunction with the Business Manager, calculate / process when required any certified Agreement increases when they arise.
Work Cover and WGEA Requirements	<ul style="list-style-type: none"> – At the end of the taxation year provide the staffing detail required for the Annual Declaration of rateable Remuneration for Worksafe Insurance to the Business Manager and complete submission, ensuring its timely remittance - Assist the Business Manager to provide data in May of each year relevant to WGEA reporting
Other Duties and Expectations	<ul style="list-style-type: none"> – Understand and support ongoing Synergetic Payroll module changes and maintenance – Provide support and advice to the Business Manager and the People and Culture Team in a professional capacity in respect of payroll calculations when required – Liaise with the College banking institution when needed in respect of transactional, electronic and credit based banking matters relevant to payroll – Liaise with the College external auditors regarding the College interim and end of year audits relevant to payroll matters

	<ul style="list-style-type: none"> – Liaise with clearing house in respect to superannuation contributions as required – Process all electronic payment transfers in a timely manner as needed – Attend any information sessions with the Business Manager in relation to any new certified agreement /supplement and provide business impact overviews – Ensure via fortnightly meetings that the Business Manager is fully informed of payroll, taxation and superannuation matters – Undergo professional learning to assist in further improving the delivery of service to the College community – Assist in identifying new processes and procedures to improve efficiency and implement revised internal controls in conjunction with Business Manager – Maintain procedures manual and update as necessary – Undertake other duties as directed by the Principal and Business Manager
Most challenging part of the role	<ul style="list-style-type: none"> – Working flexibly across simultaneous priorities sometimes at short notice – Understanding the Victorian Catholic Education Multi Enterprise Agreement (VCEMEA) and be across all changes/updates – Ensuring that all staff pays are processed to the meet the College’s statutory obligations
Opportunities for the role	<ul style="list-style-type: none"> – To be creative and innovative to maximise efficiencies in future processes – To develop strong working relationships and efficient processes between Finance and People and Culture – To be part of the planning and implementation team for ICON (future HRIS for Catholic Education Sector)
Position requirements	
Skills	<p>Must have</p> <ul style="list-style-type: none"> – Exposure to superannuation and taxation best practices – An ability to work under pressure, to meet varying deadlines by coordinating and prioritising multiple tasks at any given time – To be highly organised, quick to learn new concepts and have excellent attention to detail – Highly developed skills in leading quality and change processes – A thorough and diverse knowledge of various software programs including Microsoft Office – Prior use of Synergetic or a similar school based management systems
Experience	<ul style="list-style-type: none"> – Established knowledge, experience and success in a payroll supervisor position. A minimum of 5 years of experience is advantageous – An in-depth understanding of payroll statutory compliance, practices, policies and guidelines, preferably with Catholic Education – Demonstration of a high end understanding of a current Multi-Employer agreement and how it is applied – Payroll experience using Synergetic in the Education sector for more than 12 months is advantageous – Experience in implementing and reviewing quality processes and strategies that are relevant in a school context is advantageous
Personal Attributes	<ul style="list-style-type: none"> – Demonstrated capacity to operate autonomously balanced with a collaborative and informative team approach – Sound judgement – Demonstrated initiative and advanced thinking in dealing with issues in a decisive, sensitive and consistent manner – Capability to work flexibly when required to meet key priorities

	<ul style="list-style-type: none"> - Strong client service orientation - Highly developed interpersonal, communication, motivational, conflict resolution and negotiation skills - An ability to embrace the values of the College - Knowledge and commitment to the ethos and ideals of Catholic Education
Education/qualification	<ul style="list-style-type: none"> - Degree qualification in Finance/Accounting advantageous
Specific Requirements	<ul style="list-style-type: none"> - Working With Children Check - Completion of the Mandatory Reporting Module - Police Check - Anaphylaxis Certificate or willingness to undertake - First Aid (Workplace Level II) or willingness to undertake
Key Internal Relationships	<ul style="list-style-type: none"> - Business Manager - Finance Team - People and Culture Team (Principal, Executive Assistant, Administration Assistant) - All staff
Key External Relationships	<ul style="list-style-type: none"> - College Banking Institution - College appointed External Auditors - Broader school community
School Wide Accountabilities	<ul style="list-style-type: none"> - Demonstrate duty of care to students in relation to their physical and mental wellbeing - Maintain excellent communication and relationships with students and other staff - Demonstrate professional and collegiate relationships with colleagues - Proactively participate in meetings, community and faith days, school events and Masses as required by the school - Appreciate and encourage differences, valuing people for their skills, competencies, and contribution to Avila College's continuing success - Proactively demonstrate Avila College values of inspiration, relationships, achievement, faith and community in daily work and interactions with students and colleagues - Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures - Demonstrate and ensure compliance with Avila College's policies and procedures - Adhere to the College professional dress code

May 2018