

## Position Description

<b>POSITION TITLE:</b> Payroll Officer	<b>REPORTS TO:</b> Manager Financial Services
<b>Pay Band:</b> Band 3	
<b>ORGANISATIONAL CONTEXT</b>	
<p>Lower Murray Water (LMW) operates along the Murray River, from Kerang to the South Australian border, in the municipalities of Gannawarra, Swan Hill and Mildura. We provide this extensive region with urban water and sewerage treatment, supply and disposal; river quality water for stock and irrigation; and collection and disposal of subsurface irrigation drainage. Our goal is to contribute to the economic, social and cultural development of our region and its many communities with environmentally responsible and sustainable water management.</p>	
<b>PRIMARY OBJECTIVES</b>	
<p>As the Payroll Officer you will prepare and process LMW's fortnightly payroll for over 200 employees. You will maintain employee payroll records and process/reconcile payroll statutory payments. You will provide a high level of customer service responding to employee and external stakeholder's payroll enquires. You will be responsible for the effective and efficient management of employee payroll files and payroll information.</p> <p>Reporting to the Manager Financial Services, this role will manage and monitor payroll data from weekly reporting to end of period/year reporting. You will work with department Managers and Team Leaders to ensure the timesheet data and payroll files are managed accurately within the payroll system.</p> <p>This role will ensure good governance and integrity within payroll functions and work closely with the Finance team to ensure strong payroll controls and processes are imbedded within all payroll activities.</p>	

KEY ACCOUNTABILITIES		
KEY RESULT AREA	MAJOR ACTIVITIES	PERFORMANCE INDICATORS
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Work collaboratively as a member of the Financial Services team and with other relevant positions across LMW to provide payroll information and advice.</li> <li>• Show initiative and be open to opportunities for change while working towards LMW's goals and strategies.</li> <li>• Work autonomously to prioritise workload and work activity.</li> <li>• Promotion of a culture that encourages risk discussions by integrating Risk Management into normal business practices.</li> <li>• Ongoing support and education of others within the team from within your knowledge and skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to manage and develop performance effectively to meet deadlines.</li> <li>• Actively participate in payroll training and work with project team for implementation.</li> <li>• Ensure documentation of processes and training of relevant employees.</li> <li>• Monthly reporting of payroll key performance indicators and wage and leave analysis data to the management team.</li> </ul>
<b>Customer</b>	<p><b>Internal:</b></p> <ul style="list-style-type: none"> <li>• Manager Financial Planning and Performance</li> <li>• Manager Financial Services</li> <li>• Team Leader Financial Services</li> <li>• Finance Officer</li> <li>• Accounts Payable Officer</li> <li>• System Administration - Finance</li> <li>• People, Safety and Wellbeing team</li> <li>• All employees as required</li> </ul> <p><b>External:</b></p> <ul style="list-style-type: none"> <li>• Australian Taxation Office</li> <li>• State Revenue Office Victoria</li> <li>• Superannuation Funds</li> <li>• Internal and external auditors</li> <li>• Water corporations</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate strong professional working relationships with both internal and external customers.</li> <li>• Provide exceptional customer service to internal customers and assistance as required to external customers.</li> <li>• Active participation in team meetings and providing open, regular communication and updates on business as usual activities, projects updates and other opportunities.</li> <li>• Provide training to new employees on timesheet/leave submission.</li> <li>• Provide training to new managers on their responsibilities in approving employee timesheets and leave requests.</li> <li>• Provision of fair, honest and constructive feedback to all key stakeholders.</li> </ul>

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<b>Safety</b>	<ul style="list-style-type: none"> <li>• Active participation in safety meetings, training and other requirements determined by the LMW's OH&amp;S management system.</li> <li>• Ensure that LMW provides a safe workplace that is free of harm from all forms of bullying, harassment, and discrimination.</li> <li>• Support the safety-first culture in the organisation.</li> <li>• Participate in LMW safety activities and initiatives.</li> <li>• Contribute to LMW providing a safe workplace that is free of harm from all forms of bullying, harassment and discrimination.</li> <li>• Investigate all hazards / incidents / injuries within areas of responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance with OH&amp;S Policy.</li> <li>• Demonstrate behaviours that promote safe work practices and respect for all employees.</li> <li>• Work behaviours promote safe work practices and respect for all staff members.</li> <li>• Completion of mandatory safety surveys, training and awareness.</li> </ul>
<b>Environment</b>	<ul style="list-style-type: none"> <li>• Contribute to LMW providing an environmentally friendly workplace.</li> <li>• Demonstrate and comply with the General Environmental Duty (GED) in accordance with Part 3.2 of the EPA Act 2017 by integrating risk management into normal business practice.</li> <li>• Compliance with EPA Act 2017, LMW policies and procedures as required to support best practice.</li> </ul>	<ul style="list-style-type: none"> <li>• Minimizing the risk of harm to human health or the environment from pollution or waste by minimising those risk, so far as reasonably practicable / resources and delegation.</li> <li>• Use and maintenance of plant, equipment, processes and systems in a manner that minimises risks from pollution and waste.</li> <li>• Use and maintenance of risk management systems.</li> <li>• The handling, storage and transportation of substances in a manner that minimises risk.</li> <li>• Completion of training and transfer of knowledge relevant to upholding the General Environmental Duty.</li> </ul>

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KEY RESULT AREA	MAJOR ACTIVITIES	PERFORMANCE INDICATORS
<b>Efficiency</b>	<ul style="list-style-type: none"> <li>• Processing of Payroll, Deductions, Superannuation, Taxation, Single Touch Payroll, annual Payment Summaries etc. within the required timeframes.</li> <li>• Demonstrate attention to detail and analytical ability.</li> <li>• Ensure electronic transfer deadlines are met to ensure all employee pays are available by the Wednesday of any pay week (subject to Public Holidays).</li> <li>• Action payroll variation requests and changes to pay rates or tax to ensure processing is always up to date and accurate.</li> <li>• Process and reconcile numerous payroll related items including Superannuation, Taxation, Deductions and Workcover.</li> <li>• Create and maintain Payroll/Personnel reporting for Management, Board, Australian Bureau of Statistics etc.</li> <li>• Carryout termination of employees in relation to payroll, superannuation and taxation.</li> </ul>	<ul style="list-style-type: none"> <li>• Meet all processing timeframes for employee wages.</li> <li>• Meet all processing timeframes for pay deductions with the relevant institutions.</li> <li>• Accurate processing with low frequency of errors.</li> <li>• Reconciliations accurately completed and documented.</li> <li>• Provide the required reports for both Internal and External customers on time to the quality required.</li> <li>• Ensure documentation for all payroll Masterfile records for employees are authorised appropriately.</li> <li>• Recommend payroll system improvements to Team Leader Financial Services.</li> </ul>
<b>Capital</b>	<ul style="list-style-type: none"> <li>• Ensure adherence to LMW's Enterprise Agreement for compliance purposes and to prevent possible over expenditure.</li> </ul>	<ul style="list-style-type: none"> <li>• Show extensive knowledge of the Enterprise Agreement and following up with timesheet authorisers as required.</li> </ul>

LEVEL OF AUTHORITY
Delegation Category <b>NIL</b> as per the current Instrument of Delegation.
NUMBER OF REPORTS
Direct Reports: Nil Indirect Reports: Nil
SKILLS AND BACKGROUND REQUIREMENTS
<p><b>Formal qualifications:</b></p> <ul style="list-style-type: none"> <li>• Required: Substantial experience and practical knowledge of in Payroll.</li> <li>• Required: Strong financial experience and business acumen.</li> <li>• Desirable: Payroll or Administration tertiary accreditation.</li> </ul> <p><b>Leadership:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated skills in stakeholder management, resource management, service excellence and organisational awareness.</li> <li>• Demonstrated experience in a similar role in a service driven environment.</li> <li>• Ability to work independently, solution and results focused, self-directed.</li> <li>• Ability to operate as part of a small team and effectively contribute to the teams objectives and strategies.</li> <li>• Capacity to impart your skills and knowledge to others.</li> </ul> <p><b>Customer:</b></p> <ul style="list-style-type: none"> <li>• Provide a high standard of customer service.</li> <li>• Interpersonal, communication and influencing skills and the ability to create trust and confidence with internal and external customers.</li> <li>• Ability to communicate at all levels of an organisation.</li> <li>• Develops meaningful, trusted and collaborative relationships with staff at all levels.</li> </ul> <p><b>Safety:</b></p> <ul style="list-style-type: none"> <li>• An understanding of safety management systems and the ability to lead by example to support a safety-first culture.</li> </ul> <p><b>Environment:</b></p> <ul style="list-style-type: none"> <li>• </li> </ul>

**Efficiency:**

- Working knowledge and experience in all aspects related to Payroll.
- Excellent time management skills.
- Demonstrated skills in reviewing, checking and auditing data with excellent attention to detail.
- Sound knowledge of computer operations with advanced payroll software management.
- Sound communication skills with the ability to produce concise documents with attention to detail.
- Demonstrated ability to clearly articulate and make recommendations.

**Capital:**

**Compliance Requirements:**

- Driver's license.
- Compliance with criminal background checks.
- Confirmation of fitness for work.

**SIGNATURES:** We certify that the content of this position description is accurate:

Position holder:

Date:

Signature:

General Manager:

Date:

Signature:

Managing Director:

Date:

Signature: