



## Position Details

<b>Position Title</b>	<b>Payroll Officer</b>
<b>Location</b>	<b>MTA</b>
<b>Reports To</b> (Position Title)	<b>Payroll Supervisor</b>
<b>Financial Accountability</b> (Expense Budget and/or revenue)	<b>N/A</b>
<b>Management Responsibility</b> (No of employees managed/supervised)	<b>N/A</b>

## Position Responsibilities

<b>Purpose of the Position</b>	To ensure the timely and accurate preparation of the MTA-GTS payroll and its distribution of wages/salary entitlements to employees, using the current payroll system and support the implementation of a new payroll system.
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In order of importance, list the key responsibilities/activities of the position. Each responsibility should be weighted according to the amount of time/effort spent on it during a normal year. The total weighting will be 100%.

<b>Primary Responsibility</b>	Calculate earnings from time-sheets, assess and apply appropriate deductions and determine salary or wages entitlements.	
<b>Purpose of Activity</b>	To make sure employees are paid correctly.	

<b>Example</b>	<ul style="list-style-type: none"> <li>• Check online timesheets and import into Chip.</li> <li>• Apply relevant deductions – superannuation, Child Support etc.</li> </ul>	20%
<b>Responsibility (2)</b>	End to end payroll processing.	30%
<b>Purpose of Activity</b>	To ensure all employees receive their wages/salary and entitlements on time and in their designated account.	
<b>Example</b>	<ul style="list-style-type: none"> <li>• Remit payroll to bank.</li> <li>• Produce payroll reports.</li> <li>• Email payslips.</li> </ul>	
<b>Responsibility (3)</b>	Maintain payroll records.	20%
<b>Purpose of Activity</b>	To ensure accurate information of all employees is maintained according to legislative and MTA requirements.	
<b>Example</b>	<ul style="list-style-type: none"> <li>• Payroll reporting.</li> <li>• Leave records.</li> <li>• RDO's</li> <li>• Allowances.</li> <li>• Pay rates.</li> <li>• ATLAS data base, checking information.</li> </ul>	
<b>Responsibility (4)</b>	Respond to payroll enquiries through verbal or written responses to apprentices and hosts.	10%
<b>Purpose of Activity</b>	To provide accurate information to employees and Host Employers.	
<b>Example</b>	<ul style="list-style-type: none"> <li>• Invoice enquiries.</li> <li>• Leave entitlements.</li> </ul>	
<b>Responsibility (5)</b>	End of Month Reporting	10%
<b>Purpose of Activity</b>	To provide the GTS Accountant with various end of month payroll reports	
<b>Example</b>	<ul style="list-style-type: none"> <li>• Lost Time Earnings Reports</li> <li>• Work cover reports</li> <li>• Payroll Tax Reports</li> <li>• Various Government reports</li> </ul>	

<b>Responsibility (6)</b>	Support implementation of new system	Percentage will vary throughout project
<b>Purpose of Activity</b>	Implement new system	
<b>Example</b>	<ul style="list-style-type: none"> <li>• System selection</li> <li>• Process improvement to meet new system requirements</li> <li>• User testing</li> <li>• Become go to person for new system</li> <li>• Train relevant staff</li> </ul>	
<b>Responsibility (7)</b>	Interpret Industrial Awards/Agreements and relevant legislation.	5%
<b>Purpose of Activity</b>	To ensure compliance with and understanding of relevant industrial instruments.	
<b>Example</b>	<ul style="list-style-type: none"> <li>• Appropriate application of awards and agreements.</li> <li>• Advice to employees, host employers, MTA staff.</li> </ul>	
<b>Responsibility (8)</b>	Develop and implement strategies to improve the payroll function	5%
<b>Purpose of Activity</b>	To provide a superior, efficient and professional service to both internal and external customers.	
<b>Example</b>	<ul style="list-style-type: none"> <li>• Continuous improvement of policies and processes.</li> <li>• Promotion of service to employees and host employers.</li> <li>• Projects</li> <li>• Reporting</li> </ul>	
<b>Total Weighting</b>		<b>100%</b>

## Compliance Responsibilities

It is the responsibility of both the manager and incumbent(s) of the role to ensure that the following compliance requirements are met:

- **Relevant laws and regulations including OH&S and EEO**
- **Industry codes.**
- **Awards/Agreements**
- **Industrial Legislation.**

## Knowledge, Skill and Experience Requirements

<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Degree/Diploma</li> <li>• Post-Graduate Qualifications</li> <li>• Trade Certificate</li> <li>• Industry Specific Qualifications</li> </ul>	<p><b>Essential</b></p> <p>Strong payroll knowledge</p>	<p><b>Preferred</b></p> <p>Knowledge of apprentice payroll</p>
<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Interpersonal Skills eg. Communication, Negotiation, Problem Solving, Analytical, Customer Service, Team work.</li> </ul>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Attention to detail</li> <li>• Outstanding interpersonal skills</li> <li>• Work independently and as part of a team</li> <li>• Problem solving</li> <li>• Sense of urgency</li> <li>• Fast &amp; accurate data entry skills</li> <li>• Ability to extract payroll &amp; financial reports</li> </ul>	<p><b>Preferred</b></p> <p>Data entry testing for speed and accuracy.</p>
<p><b>Personal alignment with MTA Values</b></p>	<p><b>Teamwork:</b> Working together, empowering and supporting one another to achieve our common goals</p> <p><b>Achievement:</b> We do our best to exceed expectations, striving for innovation in our delivery of relevant and valued services</p> <p><b>Accountability:</b> We take ownership of all that we do, each taking responsibility for our part in delivering high quality services</p> <p><b>Respect:</b> We</p>	

	<p>understand, acknowledge and appreciate the needs, opinions and values of everyone by embracing the diversity we have within our organisation.</p> <p><b>Excellence:</b> We strive to do and be the best in all that we do every day.</p>	
<p><b>Computer Software</b></p> <ul style="list-style-type: none"> <li>• <b>Eg. Microsoft suite, Project, Finance.</b></li> </ul>	<p><b>Essential</b></p> <p>Payroll, Word, Intermediate Excel</p>	<p><b>Preferred</b></p> <p>CHIP, online payroll system, experience in transitioning to a new payroll system.</p>
<p><b>Technical Skills</b></p> <ul style="list-style-type: none"> <li>• <b>Licences</b></li> </ul>	<p><b>Essential</b></p>	<p><b>Preferred</b></p> <p><b>Drivers licence</b></p>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• <b>Industry and/or field experience.</b></li> </ul>	<p><b>Essential</b></p> <p>Experience with complex payroll processing for 450+ employees.</p> <p>Strong payroll knowledge with 5+ years payroll experience</p>	<p><b>Preferred</b></p> <p>Experience with complex payroll processing, including apprentices</p>

## Frequent Contacts

<p><b>Internal Contacts</b></p> <p>Includes organizational managers and employees.</p>	<p>MTA employees</p> <p>Apprentices</p> <p>Field Officers</p>
<p><b>External Contacts</b></p> <p>Includes customers, members, suppliers, Government bodies, industry groups, competitors</p>	<p>Host Employers</p> <p>Centrelink</p> <p>Financial Institutions</p> <p>Apprentice Parents/Guardians</p> <p>Bureau of Statistics</p>

## Managerial/Leadership Functions

<b>Relevant management functions performed including:</b> <ul style="list-style-type: none"><li>• <b>Performance and Career Planning</b></li><li>• <b>Salary Review</b></li><li>• <b>Business Planning</b></li><li>• <b>Budgeting</b></li></ul>	N/A
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