



PAYROLL OFFICER

Position Title:	Payroll Officer
Reports to:	Finance Manager Principal
Employment Status:	0.4FTE, Fixed Term (Parental Leave) June 2024 to April 2025
Conditions	Conditions are in accordance with the Catholic Education Multi Enterprise Agreement (CEMEA)
Classification	Category C, Level 3 <i>A Category C Education Support Employee is one who normally works 45 weeks per year and receives seven weeks' paid non-term weeks in accordance with clause 25 – Annual leave, non-term weeks and leave loading.</i>

About Marist College Bendigo

Marist is a Foundation to a Year 12 Catholic co-educational learning community, owned and governed by Marist Schools Australia Limited. We are a vibrant and supportive learning community of 1,205 students and 160 staff. The 13-year journey of learning at Marist has three distinct learning areas; La Valla (F-4), Montagne (5-8) and Champagnat (9-12).

Position Objective

As the Payroll Officer, you will be responsible for overseeing all aspects of payroll ensuring accurate and timely payment to employees as well as addressing all payroll related matters with staff. You will also be responsible for maintaining compliance with the Catholic Education Multi Enterprise Agreement (CEMEA).

The Payroll Officer is a part of the Finance Team and works collaboratively in a team environment to support and enrich the collective responsibilities of the team.

The Payroll Officer will promote a culture of mutual respect, encouragement and work with others in professional, ethical and co-operative manner. The Payroll Officer models our Marist values and charisma when dealing with all members of our community and also works collaboratively with all educators to assist in the learning of students.

Child Safety

- Be familiar with and comply with the College's child safe policy and code of conduct, and any other policies or procedures relating to child safety.
- Assist in the provision of a child safe environment for all students.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Team Membership

- Finance Team

Key accountable relationships

- Finance Manager
- Finance Team
- Principal
- PA to Principal
- Leadership Team
- Learning Enabler

Responsibilities and Accountabilities

The Payroll Officer is responsible for the overall management of the college Payroll.

The main responsibilities include:

- Maintaining and process fortnightly payroll.
- Preparing relevant Long Service Leave and Parental Leave reimbursements
- Maintaining the VIT and WWCC register for the college
- Maintaining the Online Staffing Return (OSR)
- Managing staff details and leave records on CEVN
- Managing staff leave application forms
- Recording the accrual and acquittal of Time in Lieu for both Educators and Admin Educators
- Helping to ensure compliance with the Catholic Education Multi Enterprise Agreement or its successors
- Maintaining staff personnel files
- Undertaking such other duties relevant to the position as may be requested by the Finance Manager

Qualifications, Skills & Experience

Essential

- Experience in Payroll and interpretation of Enterprise Bargaining Agreements.
- Highly proficient computer skills in the MS Office suite including Outlook and Excel
- A current Working with Children Check

Desirable

- Computer skills in the MS Office suite including PowerPoint and Word
- Knowledge of the Synergetic College Management System
- Demonstrated experience in Payroll
- A demonstrated understanding and application of the Catholic Education Multi Enterprise Agreement (CEMEA) or its successors.

Personal Qualities

- Good written and verbal communication and interpersonal skills
- Sound organisational skills, planning, analytical and high-order thinking capabilities
- A flexible approach to work and being adept at prioritising, operating under pressure and managing multiple tasks to meet strict deadlines
- A high level of loyalty and discretion, and the capacity to maintain the strictest levels of confidentiality
- The ability to build and maintain strong relationships with staff, students, parents and the community
- Outstanding attention to detail
- Personal sense of initiative
- Commitment to customer service and continuous improvement
- A resourceful team member who is able to operate in a collaborative and inclusive manner
- Demonstrated interest in ongoing personal professional learning
- A positive approach to working with Educators and Students.