

Position Title:	Payroll Officer
Division:	People & Culture
Reporting To:	Payroll Manager
Direct Reports:	Nil

ABOUT NORTHCOTT:

Who is Northcott?

Northcott is a not-for-profit disability service provider that works with customers to realise their potential.

As one of Australia's largest not-for-profit disability service organisations, we provide services from metropolitan and regional locations throughout NSW and the ACT. We have more than 85 years of experience and expertise in the disability service industry.

A registered NDIS provider, we employ close to 1000 staff and provide empowering, personalised services to over 13,500 people with disability, their families and carers each year.

What do we do?

Northcott provides personalised and dynamic support, delivered by a committed team who will optimise and maximise support and services for every customer.

Our experience and expertise gives confidence to our customers they are in good, trustworthy hands, while our commitment to innovation and pushing boundaries allows us to tackle any challenge currently creating barriers for our customers to reach their potential.

Northcott's diverse range of service offerings and strong community partnerships gives customers easy access to the supports they need or want through a single gateway from our many locations.

What is our promise to each customer?

We will work creatively and relentlessly with each customer to unlock, discover and unleash their potential, supporting and empowering them to be the best they can be now and in the future.

Our customers are not numbers, they are unique individuals. We personalise our services to each customer's current and future needs and goals, every single one, to ensure their development and growth.

As advocates for our customer's inclusion, we will empower them with confidence, choice and opportunity so they can live their life, as they choose, in their own way.

KEY OBJECTIVE OF THE SERVICE/DEPARTMENT:

Develop and support a dynamic person-centred workforce, workplace and culture. We do this by

- Building our people strategy
- Providing the framework of policies and procedures related to people at work
- Leading organisational change and identifying solutions for people to address challenges.
- Providing support and advice to our managers and staff
- Ensuring our staff receive all their legislative and industrial entitlements.

KEY OBJECTIVE OF THE POSITION:

Work within the payroll team to ensure employees are paid on time and according to legislation, policies and procedures.

PERSON SPECIFICATIONS (SKILLS & KNOWLEDGE)

- Ability to maintain confidentiality
- Problem solving skills
- Excellent communication and interpersonal skills
- High attention to detail
- Maintain confidentiality at all times
- Good time management skills

ESSENTIAL QUALIFICATIONS & EXPERIENCE REQUIRED

- Demonstrated experience in an environment that requires high volume data entry.
- Demonstrated experience using IT systems, preferably payroll systems
- Exposure or experience in interpreting, legislation, guidelines and or policies
- Intermediate Excel experience

DELEGATION LEVEL

- Nil

CORE COMPETENCIES OF THE ROLE

Customer Focus / External Contact

- Deal with all inquiries in a professional and timely manner

Relationship Building

- Work with the other payroll team members to achieve the payroll team goals
- Build relationships with colleagues across teams as required

Problem Solving

- Identify the cause of the issue or refer to a senior payroll officer
- Identify opportunities for improvement

Time Impact

- Achieve all tasks within fortnightly payroll schedule

DUTIES

The typical duties of this position include:

1. Prepare fortnightly payroll data for staff
2. Data entry of payroll data a timely manner
3. Maintain pay records
4. Calculations as required
5. Interpreting awards/ agreements/contracts and legislation
6. Handling enquiries by phone and email

This list is indicative only and is subject to change. All Northcott employees are required to comply with any reasonable work requests as directed by their employer from time to time.

NORTHCOTT POLICY AND PROCEDURES

Position Description

All Northcott employees are expected to be familiar with and adhere to Northcott policies and procedures. For more information see your manager or refer to the policy and procedures available on the Northcott Intranet.

Employee's Signature

Employee's Name

Date

Please forward a signed copy to Human Resources.