



# Position Information Document

## Payroll Assistant

<b>Location:</b>	Xavier College – Gawler Belt, Two Wells, Evanston
<b>Employment Status:</b>	Temporary, Part-time
<b>Classification Level:</b>	As per SA Catholic Schools Agreement 2020, Education Support Officer, Grade 3, Administration & Finance
<b>Normal Hours of Work:</b>	8.00am – 4.00pm (30 mins unpaid lunch break)
<b>Stipulated number of ordinary hours</b>	Minimum 30 hours per week, 45 weeks per year Hours/days are negotiable with suitable candidate however minimum 4 days required.

## Reporting Relationship

Responsible to the Senior Payroll Officer for day-to-day operations, the Finance Manager for overall operations, and is ultimately responsible to the Principal of the College.

## **Broad Purpose**

The Payroll Assistant will actively support and contribute to the Catholic Identity and Salesian ethos, mission, and vision of Xavier College and will adhere to the guiding principles of the Living, Learning Leading Framework which outlines CESA key capabilities, skills, knowledge and dispositions that enable young people to contribute to society and enjoy meaningful and spiritually enriched lives.

RUAH is the Hebrew word for Breath of God – this will translate as Respect; Understanding; Affection and Humour. These are guiding principles that are intrinsic to our treatment of self and each other. They complement the Salesian Charter of:

- A Home that welcomes
- A Parish that evangelises
- A School that prepares for life
- A Playground where friends meet and enjoy themselves

Under little direct supervision, the Payroll Assistant provides administration support for payroll-related enquiries and contributes to the accurate and timely admin of payroll services. This includes processing leave, sick leave, and timesheet data, maintaining employee records, and ensuring all payroll entries comply with the CESA Enterprise Agreement and relevant policies and legislation. The role may also provide general administrative support to the Human Resources department as required.

## Key Responsibilities

## Payroll Administration

- Provide a payroll processing service to the College that is timely and accurate, ensuring attention to detail and accuracy of data.
- Verify and process employee hours, including leave, sick leave, annual leave, and overtime.
- Maintain accurate payroll and leave records in systems (Preceda, spreadsheets), including updates for new hires, terminations, secondments, and personal information changes.
- Process routine leave documentation and reports, including Long Service Leave, Parenting Leave, Sick Leave, and other entitlements.
- Ensure payroll diary is maintained.
- Assist with routine payroll enquiries, including payslips, entitlements, benefits, and deductions, and provide standard information on salaries and conditions of employment in line with established procedures.

- Assist in applying standard provisions of the Enterprise Agreement and employment contracts to support payroll processing and routine queries, under direction.
- Comply with statutory regulations and compliance to ensure Taxation, Superannuation and Australian Privacy Principles are adhered to.
- Participate and support the processing of cyclical payroll activities.
- Using spreadsheets and daily operations data, ensure payroll data is generated appropriately and that accuracy is maintained via continual monitoring and review.
- Monitor, scan and maintain employee payroll documentation, ensuring Preceda records are accurately updated in a timely manner.
- Prepare leave documentation (routine reports) for submission to Catholic Education SA, including for Long Service Leave, Parenting Leave, Sick Leave, etc.
- Prepare and input data for employee nominated salary sacrifice (i.e. for superannuation, motor vehicles etc.)
- Maintain strict confidentiality and ensure the security of sensitive payroll and employee information.
- Provide general payroll advice and support to employees of the College, referring employees to the Senior Payroll Officer or Human Resources Manager for complex advice and support.

#### **Human Resources Administration**

- Provide a detailed payroll onboarding service to new staff entering the College under direction of the Human Resources department.
- Perform a range of administrative and operational human resources duties at an advanced level to effectively meet the needs of the school under direction of the Human Resources Manager.
- Assist with the preparation of human resources communications, resources and correspondence.
- Utilise relevant data systems to maintain and update employee records and organise and maintain human resources files and records, in a timely and accurate way, ensuring compliance with relevant human resources legislation and policies.
- Actively participate in regular professional reviews, undertake professional development to maintain currency of knowledge and complete applicable training as required.
- Undertake other duties as required by the Principal (or delegate).

#### **Person Specification**

- Commit to upholding and actively contributing to the Catholic ethos of the school.
- Demonstrated broad knowledge and experience, including theoretical concepts of general payroll and/or human resources systems, processes and administrative procedures.
- Excellent data entry skills with a high level of accuracy and efficiency, including the ability to touch type is highly desired.
- High level of proficiency in using a computer and applicable programs, particularly Microsoft Office (i.e. Word, Excel, Outlook), databases, finance and payroll systems, and other office equipment to fulfil the requirements of the role.
- Ability to work with little direct supervision, undertaking enquiries to clarify technical requirements, and utilising discretion and applying judgement to a range of payroll-related problems.
- Effective and positive communication and a high level of interpersonal skills to engage with and deliver a responsive professional finance service to the school community and other stakeholders.
- High level time management and organisational skills and ability to prioritise tasks and meet required timelines.
- Ability to take responsibility for own outcomes and demonstrate significant initiative and responsibility to successfully provide a professional payroll service.

- Demonstrated capability to apply solutions to a range of problems and analyse and plan approaches to problems or management requirements in area of responsibility.
- Demonstrated ability to maintain appropriate confidentiality.
- Ability to follow procedures and support others as appropriate during unexpected situations or emergencies.
- Commitment to continuous improvement and learning to remain current with area of specialty, undertake required training in a timely way and positively participate in professional reviews.

#### Role Requirements

- Certificate IV in Accounting, Finance, Business (or equivalent) or relevant demonstrated knowledge and experience in a comparable role. Experience working in a school setting is highly desirable.
- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- First Aid certificate (HLTAID012)
- Disability Standards for Education training
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.
  - Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
  - Comply, in so far as you are reasonably able, with any reasonable instruction given by the employer.
  - Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.