

Senior Payroll Officer

Position Outline

Position	Senior Payroll Officer
Work Location	23 West Street, Council's Administration Building
Directorate	Corporate Services
Section	People, Culture and Safety
Reports to	Manager, People, Culture and Safety
Annual Salary Band	\$90,372.00- \$93,944.00
Classification	Level 5, Mount Isa City Council Certified Agreement 2018
Engagement Type	Full-Time, Ongoing

POSITION OBJECTIVE

To manage the comprehensive payroll functions of Council and provide specialist payroll advice to all management and staff.

POSITION REQUIREMENTS

- Demonstrated experience in a Senior Payroll position and sound knowledge and understanding of Payroll legislative requirements, activities and process preferably in Local Government.
- Demonstrated experience as an effective supervisor.
- Demonstrated time management and organisational skills.
- High level of administrative and computing ability incorporating Microsoft Office. Authority Altitude experience is desirable.

KEY RESPONSIBILITIES

This position is responsible for the following areas and includes but is not limited to:

- Manage and conduct payroll processes.
- Supervise, train and mentor Payroll and Payroll Support Officer.
- Process end of year and annual returns.
- Provide support in development of annual wages budget.
- Preparation of special purpose reports.
- Management of payroll related projects.
- Provision of specialist payroll advice of the relevant awards, localised and certified agreements.
- Compliance with payroll tax requirements.
- You are required to follow any other lawful and reasonable directives provided by your Supervisor or more senior officer.

Out of ordinary hours work may be required. Council reserves the right to change these duties at any time.



KEY PERFORMANCE INDICATORS

- Provision of professional Payroll advice in accordance with relevant legislation and recognised industry standards.
- Accurate and timely processing of fortnightly payroll.
- All assigned tasks to be completed professionally and on time.
- Effective supervision and development of supervised staff.
- Other targets as outlined in a Performance Review are achieved.

WORK HEALTH AND SAFETY

All employees of Council have an obligation to comply with Work Health and Safety legislation including Council's Work Health policies, procedures, and work instructions.

WHAT'S IN IT FOR YOU?

When joining Mount Isa City Council, you are provided with pathways and opportunities to grow and achieve your potential. Eligible employees can access our Employee Assistance Program, elect to join our free Immunisation Program, and enjoy sporting reimbursement opportunities. Full-time employees receive 5 weeks annual leave (pro-rata to part-time employees, *not applicable to casual employment*) to enjoy time outside the workplace!

WE AT ISA...

We consider our values vital in how we serve our community. Mount Isa City Council's values are Integrity, Service and Accountability.

INTEGRITY

SERVICE

ACCOUNTABILITY

HOW TO APPLY

What to include in your application:

Please provide the following information to the panel to assess your suitability:

- Write a maximum 2 pages on how your experience, abilities, knowledge, and personal qualities meet the position requirements of the role.
- Your current CV or resume, including two referees who have a thorough knowledge of your capabilities, work performance and conduct within the previous two years.

Submitting your application:

- Submit online at: <https://www.mountisa.qld.gov.au/current-vacancies>; or
- Email Human Resources on hr@mountisa.qld.gov.au
- *Both word and PDF are accepted file formats.*

Please note that:

- Council undertakes a range of checks and assessment methods to assist in selection, including criminal history checks, pre-employment medical etc.
- Mount Isa City Council is an Equal Employment Opportunity employer. Council strongly encourages all suitable applicants to apply for this role.
- ***Applicants must be eligible to live and work within Australia.***

Creation Date	9 April 2013
Reviewed Date	6 February 2024
Contact	Human Resources 07 4747 3389
Closing date	21 February 2024