

# Payroll Support Officer

## Position Outline

<b>Position</b>	Payroll Support Officer
<b>Work Location</b>	23 West Street, Council's Administration Building
<b>Directorate</b>	Corporate Services
<b>Section</b>	People, Culture and Safety
<b>Reports to</b>	Senior Payroll Officer
<b>Annual Salary Band</b>	\$70,287.00-\$74,386.00
<b>Classification</b>	Level 2, Mount Isa City Council Certified Agreement 2018
<b>Engagement Type</b>	Full-Time, Ongoing

### POSITION OBJECTIVE

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To run the day to day payroll operations through the timely and accurate processing of employees' timesheets and meet set deadlines consistently and to provide support to the Senior Payroll Officer and other associated duties.

### POSITION REQUIREMENTS

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- Demonstrated experience in a Payroll and or equivalent position and sound knowledge and understanding of Payroll legislative requirements, activities and processes preferably in Local Government.
- High level of time management and organisational skills to meet deadlines and changing priorities.
- Sound level of administrative and computing ability incorporating Microsoft Suite of programs.
- Sound level of written and verbal communication skills and the ability to build and maintain relationships with internal and external customers.
- Demonstrated ability to work well within a team environment.

### KEY RESPONSIBILITIES

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

- To perform the day to day payroll functions.
- Entering daily, weekly and fortnightly timesheets.
- Maintenance of employee master file data and the preparation of pays.
- Processing of leave applications and employee termination pays.
- Maintain all employees' records and information relating to the payment of wages and salaries.
- Interpretation and application of relevant awards, EBA and localised agreements.
- Provide information to employees regarding pay details as required.
- Ensure confidentiality of employee information and the release of personal information by written authority of the employee or to Supervisor.
- Recording and registering of all Payroll documents into Council's Electronic Data Management System adhering to recordkeeping policies and procedures.
- Reporting of leave and AWOP to the Executive Management and supervisors on a regular basis.
- Ensure MICC staff listing spreadsheet is up to date at all times.
- Provide assistance to the Senior Payroll Officer and undertake other duties as directed.

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- Relieve the Senior Payroll Officer during their absence.
  - 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**

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- Provision of professional Payroll advice in accordance with relevant legislation and recognised industry standards.
- All assigned tasks completed professionally and on time.
- Accountable for positive health and safety practices.
- High level of confidentiality maintained.
- High level of customer service evidenced.
- Consistently meets corporate obligations.
- Other targets as outlined in a Performance Review are achieved.

#### **WORK HEALTH AND SAFETY**

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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?

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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...

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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

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### 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](mailto: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.***

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