

Disclaimer

Please be advised that this resource has been prepared by the Aboriginal Health and Medical Research Council of NSW (AH&MRC) to broadly meet the needs of AH&MRC's Member Organisations. This resource is a general guide and will need to be amended to suit your particular organisation.

AH&MRC cannot guarantee that this resource will meet all the requirements of your individual organisation and may not be relevant to particular patients or their circumstances. AH&MRC strongly recommends that you undertake your own independent skill or judgement or seek appropriate professional advice relevant to their own particular circumstances when so doing.

INTELLECTUAL PROPERTY AND COPYRIGHT

Unless otherwise expressly stated, the copyright of this resource is owned by AH&MRC. This resource may only be used by AH&MRC's Member organisations and cannot be used for any other purpose or by any other organisation or group.

This resource must not be published or replicated without AH&MRC's written permission. All other rights are reserved.

LIMITATION OF LIABILITY

AH&MRC takes reasonable steps to maintain the accuracy of information available in this resource, however, some or all of the information is current at the date of the first publication, and may, from time to time, be amended, or become superseded or otherwise inaccurate. AH&MRC is not responsible for ensuring that the information contained within this resource is accurate, current, suitable or complete, and offers no guarantee that this resource will meet your organisation's or particular patients needs.

Accordingly, where conditions and warranties implied by law cannot be excluded, the AH&MRC limits its liability where it is entitled to do so. Otherwise, AH&MRC, its employees and agents are not liable for any loss or damage (including consequential loss or damage) to any users of this resource, however caused, which may arise directly or indirectly from this resource.

GOVERNANCE AND IMPLEMENTATION

This resource should be reviewed and endorsed in accordance with the organisation's governance and document control processes prior to implementation.

[Insert Organisation's Letterhead / Header]

DUTY STATEMENT

POSITION TITLE:	Payroll Officer
REMUNERATION/CONDITIONS:	Aboriginal and Torres Strait Islander Health Award [MA000115]
POSITION STATUS:	Full-time
DIRECTLY RESPONSIBLE TO:	Chief Financial Officer (CFO) & Deputy Chief Executive Officer (DCEO)
PERFORMANCE APPRAISAL:	6-month probationary period, Performance reviews every 12 months against accountability targets jointly set by the CEO and the Board
POSITION FUNCTION:	Responsible for managing end-to- end payroll processing for all staff at [Service], ensuring accuracy, compliance, and alignment with relevant industrial awards, employment contracts, funding agreements, and organisational policies. The Payroll Officer maintains all payroll records, processes superannuation and taxation payments, and liaises with funding bodies as required.
MINIMUM SKILLS REQUIRED:	Minimum Certificate IV in Payroll Administration, Accounting, or Business or equivalent qualification. Strong knowledge of payroll legislation, Fair Work Act, Modern Awards, and NES.
SERVICE PROVISION	In consultation with the CFO

POSITION SUMMARY

The Payroll Officer provides timely and accurate payroll services, ensuring staff payments align with employment contracts, industrial awards, Fair Work Act requirements, and specific funding agreement conditions. The role oversees timesheet management, leave processing, salary packaging administration, and related reporting obligations. The Payroll Officer works closely with finance, human resources, and executive leadership to maintain compliance with regulatory and funding requirements while supporting organisational financial management.

RESPONSIBILITIES

Payroll Processing

- Process payroll on a fortnightly basis, ensuring accuracy and compliance with industrial awards, contracts, and NES
- Process employee entitlements including leave accruals, overtime, penalties, and allowances
- Maintain up-to-date and accurate payroll records for all employees
- Manage superannuation payments and salary packaging in line with relevant legislation and organisational policies
- Process PAYG withholding tax and prepare reports for ATO submission
- Ensure accurate end-of-year reporting including PAYG Payment Summaries and STP finalisation

Funding Agreement and Grant Compliance

- Ensure payroll systems align with funding body requirements and grant conditions
- Provide payroll data and reports for funding acquittals and audits
- Maintain records that support reporting obligations under specific funding agreements
- Liaise with funding bodies as required regarding payroll compliance and reporting

Payroll System Administration

- Maintain payroll software ensuring updates reflect legislative and award changes
- Coordinate with finance and HR departments to ensure employee records are current
- Conduct regular audits of payroll data to identify discrepancies and implement corrective actions
- Manage employee onboarding and offboarding processes in relation to payroll

Reporting and Analysis

- Prepare monthly, quarterly, and annual payroll reports for CFO, DCEO, CEO, and Board as required
- Track organisational payroll trends including FTE, headcount, leave liabilities, and wage costs

- Support budget development and forecasting with payroll data and analysis
- Ensure all payroll-related journal entries are correctly posted in the financial system

Liaison and Consultation

- Provide advice and support to staff regarding payroll, leave, and entitlements
- Consult with HR, finance, and management teams to resolve payroll issues
- Maintain positive relationships with external agencies including ATO, superannuation funds, and salary packaging providers

Professional Development

- Maintain up-to-date knowledge of payroll legislation, award changes, and related compliance frameworks
- Participate in ongoing professional development relevant to the role as approved by CFO/DCEO

MEETINGS

- Chair Board meetings and ensure robust engagement between the Board, Executive, and community.
- Represent [service] at external stakeholder meetings, sector forums, and funding body consultations.
- Participate in community engagement events and lead high-level discussions on strategic and policy matters.
- Oversee Executive Leadership Team meetings and promote collaborative decision-making.

KEY PERFORMANCE INDICATORS

Payroll Accuracy

100% of payroll processed on schedule (e.g., fortnightly) with zero major errors.

Superannuation

Superannuation contributions processed and submitted within required timeframes.

Tax Compliance

PAYG and STP reporting submitted 100% on time with no compliance breaches.

Leave Management

Leave accruals and balances updated accurately by the next payroll cycle.

Funding Compliance

Payroll-related reports for funding bodies (e.g., WIP, PIP) submitted by due dates.

Record Maintenance

100% of employee file changes (e.g., new starters, terminations) updated within 3 business days.

PROFESSIONAL DEVELOPMENT

Commit to ongoing professional and cultural development to enhance leadership capacity, sector knowledge, and cultural competency.

MANDATORY REQUIRMENTS

- Demonstrated knowledge of payroll management frameworks including Fair Work Act, NES, and Modern Awards
- Proven experience in end-to-end payroll processing in a not-for-profit or community health setting
- Experience working with funding agreement compliance in relation to payroll
- Minimum Certificate IV in Payroll Administration, Accounting, or Business or equivalent qualification
- High-level cultural competency and understanding of working in an Aboriginal community-controlled health setting
- Current National Police Check
- Current Working with Children Check or equivalent clearance
- Current Driver's Licence
- Compliance with all organisational policies and procedures
- Ability to maintain confidentiality and comply with Australian Privacy Principles

SIGNATURE & ACKNOWLEDGEMENT

I agree to abide by the standards and policies and have read and understood the job description and agree to comply with same.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____