

# Finance Officer – Payroll & Debtors

## Position Description



### Position Summary

The Finance Officer – Payroll & Debtors is responsible for the timely and accurate delivery of the College payroll service and debtor management.

The position plays a key role in supporting College employees and maintaining organisational and statutory compliance through the comprehensive, end-to-end management of fortnightly payroll, as well as contributing to debtor management as part of the finance team.

### Working Relationships

The Finance Officer – Payroll & Debtors reports to the Business Manager.

The Finance Officer – Payroll & Debtors works closely with the Finance Manager, other Finance Officers, and the People, Culture & Compliance Manager.

### Employment Conditions

The Finance Officer – Payroll & Debtors is employed in accordance with the Lutheran Schools SA Enterprise Agreement.

### Payroll Position Responsibilities

1. Payroll Management
  - 1.1. Prepare and deliver the fortnightly payroll service for all College employees in accordance with the College Enterprise Agreement and relevant policy, legislation, and regulation.
  - 1.2. Manage all leave applications, approvals, and calculations, ensuring the timely submission of all relevant documentation.
  - 1.3. Support the Finance Manager with the preparation of complex calculations for payments such as long service leave, superannuation, eligible termination, redundancy, and workers compensation.
  - 1.4. Ensure ATO reporting through Single Touch Payroll is completed fortnightly and at the end of the financial year.
2. Salary Packaging & Deductions
  - 2.1. Manage the commencement, amendment, reconciliation, and cessation of payments and deductions for participating employees.
  - 2.2. Complete reconciliation and reports as required.
  - 2.3. Liaise with external salary packaging providers as required.
3. Administration & Compliance
  - 3.1. Set up and maintain accurate employee records.
  - 3.2. Manage the application of pay increases and incremental progression for eligible employees in accordance with the Enterprise Agreement.
  - 3.3. Prepare and submit superannuation payments in accordance with legislative requirements, and complete annual reconciliation and reports.

- 3.4. Prepare and submit PAYG payments in accordance with legislative requirements.
  - 3.5. Assist with payroll related reconciliations, compliance reporting, annual audits, and year-end financial reporting.
4. Customer Service
    - 4.1. Provide support and education to College employees on the use of payroll related documents and systems.
    - 4.2. Respond to queries and requests from employees specific to their personal circumstances.
    - 4.3. Develop and maintain custom employee and payroll reports as required.

### **Debtor Position Responsibilities**

5. Customer Service
  - 5.1. Coordinate and facilitate the development and distribution of fee accounts in accordance with the College billing cycle.
  - 5.2. Provide support and assistance to families with School Card applications in accordance with the system requirements.
  - 5.3. Facilitate ongoing communication with account holders and maintain timely documentation of all interactions and outcomes in the debtor management system.
6. Debtor Management
  - 6.1. Process fee remission, scholarships, and School Card discounts as directed by the Business Manager.
  - 6.2. Accurately receipt and code payments received in the finance system.
  - 6.3. Actively manage family accounts to accurately reflect payment options, enrolment changes, penalties, and refunds.
  - 6.4. Process bank transaction and undertake reconciliations.
  - 6.5. Accurately maintain all account related documentation to enable a successful debt collection process in accordance with College policy.
  - 6.6. Provide the Business Manager with regular reports on outstanding debtors and bad debts.
  - 6.7. Be a contact person for the College debt collection agency.

### **General Position Responsibilities**

7. Work Health & Safety
  - 7.1. Be an advocate for work health and safety, demonstrating consistent adherence to safe practices.
  - 7.2. Proactively identify, report, and manage potential risks and hazards.

## Selection Criteria

Qualifications	<p><i>Desirable</i></p> <ul style="list-style-type: none"><li>• Formal qualifications in Payroll Management, Accounting, or similar discipline.</li></ul>
Knowledge, Skills & Abilities	<p><i>Essential</i></p> <ul style="list-style-type: none"><li>• Previous experience in the management and delivery of an end-to-end payroll service for a large employee group.</li><li>• Advanced technical payroll knowledge, with the ability to manage complex work arrangements and specialist calculations.</li><li>• Ability to work efficiently and effectively in both a team environment and with limited supervision.</li><li>• A continuous improvement approach to the development and management of systems and processes.</li><li>• Highly developed communication skills with the ability to manage challenging conversations with sensitivity and diplomacy.</li><li>• Proficiency in the Microsoft Office 365 suite of programs and ability to master existing College payroll systems.</li></ul> <p><i>Desirable</i></p> <ul style="list-style-type: none"><li>• Previous experience in a finance role at a school or college.</li></ul>
Other Requirements	<p><i>Essential</i></p> <ul style="list-style-type: none"><li>• Personal alignment and demonstrated commitment to the Vision, Mission, and Values of the College.</li></ul>