

Position: Payroll Officer

NPYWC Program: Finance Department

Employment Details: Permanent, Full Time, 38 hours per week

Location: Based in Alice Springs with flexible working options, including a hybrid model

Base Salary: \$78,681.62 - \$90,331.42 per annum (negotiable based on experience) with additional benefits.

What we do:

We are an Anangu-led organisation, governed by women's law, authority and culture. We deliver health, social and cultural services for all Anangu.

Our Values:

We believe in the strength of Anangu people, culture, and the collective agency of women. We are dedicated to delivering more and better choices for our communities. We are committed to Malparara way – a cross cultural practice framework specific to NPYWC that respects the contribution Anangu and non-Indigenous people, working alongside each other, bring to the organisation

We are a trauma-informed organisation and this guides our work.

Your Team:

The Finance Department is responsible for providing timely, relevant, and accurate financial information to the organisations' directors, executives, management, relevant legislators and stakeholders.

The department is also responsible in recommending and implementing financial strategies that ensure the financial viability of the organisation and its future needs and to implement internal control procedures that safeguard all NPY Women's Council's (NPYWC) assets.

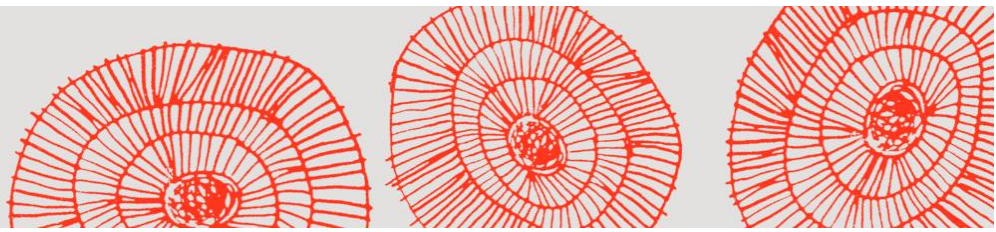
Your Role:

You are an experienced, highly autonomous and motivated Payroll Officer who will process the weekly payroll for 150 – 250 employees across Central Australia. Our workforce is a diverse mix of employee agreements under the SCHADS awards on full time, part time, casual, short and fixed term contracts.

The position reports to the Finance Manager, and works in a small team of professionals using KeyPay (payroll system), Xero, ApprovalMax (workflow and accounts payable system), and Asset Guru (asset management system).

The position is responsible for ensuring best practices in accurately and efficiently processing weekly payroll, educating users and ensuring compliance with all relevant accounting and financial legislation, Awards, employment agreements and the organisation's policies and procedures.

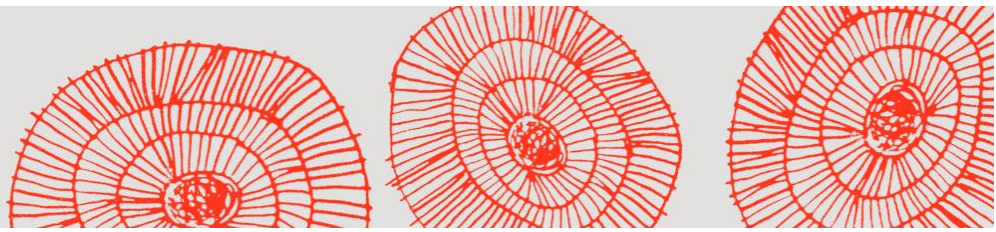
You are a friendly and confident individual who interacts well with others, paying excellent attention to detail. Telephone contact with internal and



external stakeholders is a priority and important to this role.

Your Responsibilities:

- Ensure timely processing of all staff payroll in accordance with the workforce regulations (relevant award) and standard accounting principles in KeyPay.
- Ensure appropriate approvals for timesheets, leave forms and expense reimbursement by each program managers / supervisors.
- Process Salary Sacrifice packaging on a weekly basis, including updating employee changes, liaising with the employees and the Salary Sacrifice Provider, finalise and submit the salary packaging online before the cut-off time.
- Finalise pay runs and upload payroll payment batch to the bank including export of payroll journals into Xero on a weekly basis.
- Coordinate the Centrelink paid parental leave scheme including liaising with employees, having access to myGovID and the Centrelink business portal.
- Maintain and update systems and procedures to direct the collection, calculation and entering of payroll data.
- Work with the Finance Manager, Information Technology and other contacts (including third-party vendors) to ensure security protocols are in place for payroll systems.
- Maintain updated procedure manual for payroll processing.
- Maintain awareness of payroll tax requirements and relevant laws associated with the processing of employee salaries and wages data, including payroll taxes and other required reporting.
- Ensure complete audit trails are maintained for all payroll processing.
- Create and maintain personnel records including pay rates and other personal details of employees in the KeyPay system and personnel file.
- Liaise with People and Workplace Services regarding records of commencements, terminations, staff movements and other employment conditions.
- Update and maintain leave records and entitlements for all employees in KeyPay.
- Liaise with external bodies such as the Australian Taxation Office (ATO), superannuation companies and unions regarding membership return, completion of applications and general enquiries.
- Assist staff with general payroll related questions, leave accruals, wage deductions and other payroll related issues.
- Ensure all month-end payroll related reporting obligations are completed and submitted on time, including superannuation, union and child support payments.
- Conduct regular payroll reporting as required and assist with financial audits related to pay records and associated general ledger.
- Assist with management of day-to-day banking deposits in conjunction with the Accounts Clerk.
- Follow workplace procedure in regards to Workplace Health and Safety (WH&S).
- Ensure strict control of security and confidentiality of all NPYWC employees.
- Undertake other duties as required by the Finance Manager or finance team, which are considered reasonable and lawful.



Skills and Experience:

- Must be a self-starter and able to accomplish expected tasks under minimal supervision.
- Ability to multi-task and maintain composure under pressure.
- Experience and understanding of payroll and accounts processes, including computerised payroll systems.
- Knowledge and experience of industrial awards and Equal Employment Opportunity (EEO), WH&S principles, taxation rules and superannuation.
- Intermediate or advanced level of knowledge in Microsoft Office and extensive experience in using Accounting software packages.
- Experience with Fringe Benefits (Salary Sacrifice) payments.
- Good numeracy and literacy skills, a high level of accuracy and close attention to detail.
- Clear communication skills for diverse groups, including Anangu community members and other stakeholders.
- Ability to work co-operatively in a team and with staff from different backgrounds, and deal with internal and external queries calmly and with clarity and patience.
- Ability to work within a strictly confidential and demanding environment.
- Ability to adapt to changes and have a positive work attitude.
- Previous experience working in an Aboriginal organisation or Non-for Profit (desirable).
- Previous experience with Xero accounting software (desirable).

Qualifications:

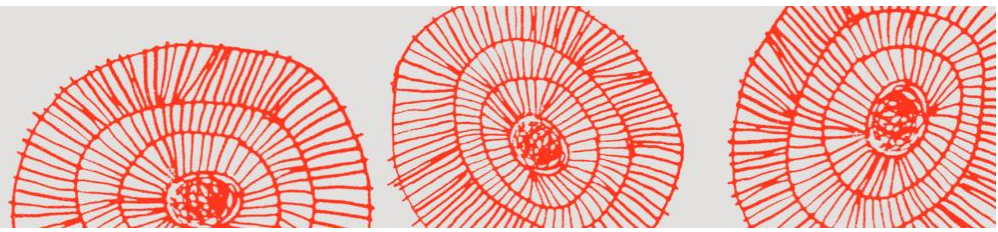
Formal accounting or payroll qualifications and / or demonstrated experience (3-5 years) in a similar role.

Remuneration:

- Base Salary: \$78,681.62 - \$90,331.42 per annum
- 11.5 % Superannuation
- Generous Leave Entitlements
- Salary Packaging Benefits
- Retention Bonus

Employment Conditions:

- Work in a manner consistent with NPYWC Values, Code of Conduct, Rules and advocacy positions.
- Follow and work within NPYWC policies and procedures.
- Be responsible and accountable for your own and others health, safety and wellbeing.
- If applicable, the employee will provide the highest standards of service to clients at all levels by modelling service excellence that meets the needs of clients and enhances the profile of NPYWC.



- Some positions will require working in remote communities for extended periods and out of hours' work requiring overnight absences.
- Remote positions include accommodation. Usually this is stand-alone accommodation, however from time to time, based on accommodation and service delivery demands, this situation may change and staff may be required to co-share a NPYWC leased or owned property.
- Every employee is required to have (or willing to obtain) a current and valid criminal history check, and if applicable, a Working with Children Check.
- We require some remote based and travelling staff to have a current Australian driver's licence.
- We require some remote based and travelling staff to be able to operate a manual 4WD vehicle or have a willingness to undertake training.
- All employees are required to have a First Aid certificate or have a willingness to undertake First Aid training.
- All employees are required to meet the relevant State and Territory mandatory vaccination requirements.
- A good level of health and fitness that matches the requirements of the role is required. If necessary NPYWC may require an employee to undergo a pre-employment medical assessment.

We are committed to building a respectful and inclusive workplace, appointing the best person for the role and supporting diversity.

All information will be held in the strictest of confidence.

To find out more about this position, please contact Lavenia Saville on 08 8958 249 or visit <https://www.npywc.org.au/jobs/> for more information about the role and what it's like to work for us.

ACKNOWLEDGEMENT FOR RECEIPT OF POSITION DESCRIPTION

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Employee Name (Please Print)	Employee Signature	Date