



**St Aidan's Anglican Girls' School  
St Margaret's Anglican Girls School**

**Position Description:**

***Payroll Professional  
SSA Shared Financial Services***

Updated: April 2024

Location:	Finance Office, St Margaret's Anglican Girls School, Ascot. The role is also required to work from St Aidan's Anglican Girls School, Corinda.
Supervisor/Responsible to: Key Liaisons:	Director of People and Culture St Aidan's AGS (Payroll Manager) Assistant Director Commercial Services, Finance Manager, Human Resources Staff at both schools, Payroll Team, Staff at both schools.
Status:	This is a full-time role.

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## **SCHOOL ETHOS**

St Margaret's Anglican Girls School and St Aidan's Anglican Girls School, both Schools of The Society of the Sacred Advent Schools Pty Ltd, are committed to providing quality educational opportunities for girls within the context of the Anglican Schools Ethos. At St Margaret's, this extends to providing care for students who live away from home to pursue their education. Staff demonstrate the School ethos by:

- Reflecting and nurturing the vision of the Schools
- Demonstrating commitment to Christian leadership through vision, service, and example in an Anglican context
- Motivating and energising students by fostering quality relationships
- Maintaining confidentiality and overt support for the Schools
- Consistently demonstrating professional competence and apply current knowledge and innovations in educational trends
- Consistently demonstrating commitment to the School's core values of faith, integrity, spirit, respect, courage and passion.

## **POSITION SUMMARY**

The purpose of the role of the Payroll Professional is to undertake the payroll function and ensure the efficient and effective delivery of payroll services for School employees.

## **KEY RESPONSIBILITIES**

### **Preparing and administering the payroll for both Schools**

- Processing all pays on a fortnightly basis in an accurate and timely manner for both Schools. Each school is on a fortnightly cycle, paid in alternate weeks.
- Ensuring a high level of security and confidentiality is maintained with respect to payroll information
- Reporting any anomalies or concerns regarding payroll to the Payroll Manager promptly after becoming aware of situation
- Provide pay advice to staff to confirm payment details every pay period
- Processing payroll, payroll deductions fortnightly

- Administering a range of matters relating to staff commencement and termination, pay and other conditions and changes for both Schools
- Maintaining records relating to staff incremental increases and automatic changes in classification
- Preparing and lodging single touch payroll reporting and end of year reports for both schools
- Ensuring each School's processes relating to payroll comply with relevant legislation, legal demands and ethical standards

**Providing accurate and timely advice and assistance to School employees on a range of payroll-related issues.**

- Responding to queries promptly and sensitively, ensuring all employees maintain confidence and satisfaction with the payroll process
- Maintaining and processing leave requests and records to ensure accurate assessment of the employee entitlements to annual leave, long service leave and sick leave
- Responding to employee and employer payroll queries and requests promptly, accurately and with a service focus
- Develop and maintain strong working relationships with staff.
- Assisting with all matters related to superannuation in collaboration with the Payroll Manager

**Performing general accounting duties to support the operations of the School's Payroll area.**

- Assisting with the preparation of submissions and reports as required
- Administering the staff salary sacrifice program, including liaising with the external salary sacrifice service provider as required

**Carry out administration requirements of Payroll**

- Maintaining staff files for all employees, ensuring they are up to date and contain all relevant information relating to employment, pay and conditions
- Suggesting improvements to processes and systems to the Payroll Manager, Assistant Director of Commercial Services as appropriate
- Prepare ad hoc lists and reports as requested within each School

**Act professionally and lawfully by complying with all guidelines, policies and procedures as set out in legislation, the current Enterprise Agreements and other School policies**

**Student Protection**

The Schools support the rights of children and young people and is committed to the safety, welfare and wellbeing of students and expect all staff and volunteers to share this commitment. Staff must:

- Be informed of their responsibilities in relation to student protection, including but not limited to, attending all Student Protection training and being familiar with relevant school policies
- Follow all legislative requirements and school policies relating to student protection
- Wear name badge at all times
- Immediately report any suspicions of inappropriate, unlawful or unusual behaviour of students, colleagues or outsiders relevant to the School and its duty of care to protect students and staff from harm (self or other)

## **Workplace Health and Safety**

To comply with WHS 2011 legislation, all employees are responsible for the safety of themselves, students, visitors, volunteers and fellow staff members. They must:

- Report any hazards or potential hazards immediately;
- Report any accidents involving students;
- Co-operate in any emergency drills and safety audits;
- Undertake WHS training as required;
- Follow all safety procedures and instructions;
- Lodge risk assessments for all external and internal risk activities and
- Not introduce any equipment, materials, appliances or chemicals to the school that do not meet the required safety standards

## **Ensuring the School's ethos and values are reflected in the employee's manner**

- Reporting matters relating to child protection directly and immediately to the Principal
- Communicating effectively with teaching staff, parents, students and all other staff
- Playing an active role in supporting the cleanliness and safety of the school site
- Encouraging cooperative parent contact and fostering positive community attitudes toward the Schools
- Following safe working procedures developed for both Schools
- An ability to hold a current Senior First Aid Certificate
- Obtaining and keeping current a Working with Children – Blue Card, issued by Blue Card Services (Queensland Government) (as varied or replaced from time to time).

## **SELECTION CRITERIA**

### **Skills**

- Demonstrated knowledge of general payroll practices, procedures and processing
- Proven skills in using Microsoft Office applications, including intermediate to advanced proficiency in Excel
- Exceptional attention to detail and a high level of accuracy in performing all duties
- Well-developed interpersonal skills, with demonstrated customer service focus, including the ability to deal with confidential information discreetly
- Ability to work autonomously and demonstrate initiative in the conduct of duties
- Ability to maintain systems and procedures and establish task priorities to meet deadlines and commitments
- Demonstrated ability to remain confidential, discreet and sensitive with respect to all financial and payroll matters
- Fast and accurate data entry
- Willingness to support the School's core values and Anglican ethos.

### **Knowledge**

- Access Micropay (or similar) payroll software (preferable)
- CONNX HRMS (preferable)
- HR Onboard (preferable)
- A working knowledge of relevant legislation, areas of compliance including payroll tax, superannuation, interpreting contracts and relevant industrial tools

### **Experience And/Or Qualifications**

- Experience in a similar role
- Experience processing payroll
- Relevant payroll or similar qualifications

*St Margaret's and St Aidan's Anglican Girls Schools support the rights of children and young people and is committed to the safety, welfare and wellbeing of students and expect all staff and volunteers to share this commitment. All candidates are required to undergo a screening process prior to appointment and the successful candidate must comply with School policies and relevant legislation relating to Student protection.*

**IT IS A CONDITION OF EMPLOYMENT THAT APPLICANTS MUST POSSESS A POSITIVE  
NOTICE BLUE CARD FOR CHILD-RELATED EMPLOYMENT**