

## Position Description

<b>Position Title</b>	Senior Payroll Specialist
<b>Department:</b>	Finance
<b>Reports to:</b>	Financial Controller

## Purpose of the Position

To provide specialist expertise within the Payroll Team and more broadly across Housing Choices Australia as appropriate.

The Senior Payroll Specialist is responsible for performing a thorough analysis of the payroll system to ensure compliance, best practice and the system is optimised for efficiency and accuracy. The position will primarily focus on the payroll system setup, maintenance, and enhancement to identify improvements and corrective action, as required. This includes ensuring that information flows properly into and out of the payroll system as required so that employees are paid correctly and on time including tasks related to this goal.

The position requires someone who is meticulous, proactive, analytical and possesses a mindset geared towards process improvement.

### Cultural Alignment

Personal alignment with Housing Choices Australia's values is an important part of working with us.

- We put people first
- We value difference and work together
- We trust and are trusted
- We learn and adapt
- We strive to be better

### Specific Responsibilities

- Actively contribute to creating a high performing and collaborative team.
- Develop solutions and deliver outcomes that reflect HCA's values, priorities, policies.
- Contribute to the development and implementation of best practice for the Payroll Team.
- Review and analysis of the payroll system setup to identify areas of improvement, recommend changes, and implement functional solutions to enable the efficiency and accuracy of the payroll function.
- Provide system advice and technical solutions to enhance the functionality of the payroll system.
- Ensure that key legislative obligations regarding modern awards, enterprise agreement, employment contracts and policies are successfully configured into the payroll system.
- Review, analyse and develop improved processes or controls for manual payroll processes in consultation with the payroll team.
- Manage requests for process improvement, system updates and enhancements.
- Lead new payroll system releases and manage configuration changes as needed.
- Review payroll policies and procedures and ensure they are current and remain fit for purpose.
- Conduct internal adhoc payroll audits to ensure accuracy.

- Automate the timesheet recording process within the payroll system ensuring that it aligns with AWAD requirements.
- Provide support to the Payroll Manager as required.
- Support fortnightly payroll processing when required.
- Undertake adhoc projects / duties for Payroll as required.

## You are part of something bigger

We are a diverse, dedicated and collaborative group of people who are strongly committed to making a difference in the community. You will play an integral role in helping us achieve our mission and vision. We provide an inclusive, genuinely positive and connected workplace and everyone working at Housing Choices Australia is expected to:

- Live our values everyday
- Work collaboratively to identify opportunities to deliver improved resident outcomes
- Always provide courteous and professional service
- Contribute ideas, energy and effort into achieving our strategic aspirations
- Establish and maintain excellent working relationships across our organisation
- Participate in ongoing learning opportunities including professional guidance, peer learning, formal learning, digital learning, knowledge sharing and feedback on performance
- Comply with all organisational policies and procedures, legislation and agreements, including gender equality and respect and occupational health and safety
- Contribute to the development and review of policies and procedures relevant to the role
- Comply with reasonable reporting and accountability requirements of the organisation

## Key Relationships

- *The Senior Payroll Specialist reports to the Financial Controller and works closely with the Payroll Manager and Payroll Specialist.*
- Key internal partnership relationships with all members of Housing Choices Australia.
- Key external partnership relationships with salary packaging and outsourced service providers including Frontier.

## Selection Attributes

### Knowledge and Qualifications

- A thorough working knowledge of ICHRIS is a mandatory requirement for this role, including previous experience in ICHRIS payroll software implementations.
- Detailed understanding of Australian Fair Work Commission, National Employment Standards, and relevant regulatory and legislative compliance requirements.
- Knowledge, understanding and practical experience in relation to the implementation of a payroll solution.
- Knowledge, understanding and relevant practical experience of the payroll lifecycle.
- Experience and knowledge regarding implementation of Enterprise Agreements and awards.
- Demonstratable knowledge of Payroll system integrations.
- Demonstratable knowledge of Long Service Leave complexities and legislation.

### Experience

- Experience across payroll governance and compliance.
- Experience in validation of business system upgrades and new production solutions.
- Experience in the development of process and procedural documentation for operations teams.
- Ability to troubleshoot and problem solve system errors.
- Experience in processing a high volume of transactions in a fast paced organization and good customer services track record.
- Strong experience working across multiple complex Awards and Enterprise Agreements.

### Skills

- A continuous improvement mindset and capacity to support change and innovation and deliver creative and leading practice solutions relating to the payroll function.
- Ability to establish and maintain strong working relationships with internal and external stakeholders.
- Highly developed written and oral communication skills, with excellent computer literacy and strong attention to detail
- Well-developed conceptual, analytical and problem solving skills.
- Ability to manage conflicting priorities and high work volumes without affecting quality of service delivery.

### Other Requirements

- Willingness to undertake all relevant screening and employment checks as applicable for the position and/or as required by HCA.
- Agree to comply with Child Safe Environments policies and procedures.
- Sensitivity to and understanding of issues affecting socially disadvantaged groups including people enduring housing stress, people with disability and people from a non-English speaking background.
- Current driver's license and willingness to travel across HCA sites and interstate as required.

I acknowledge that this position description outlines the core role requirements and workplace expectations. I understand its intention is to support a focus on key outputs and that flexibility is required in a dynamic, complex and changing environment.

**Job Holder** \_\_\_\_\_

**Date** \_\_\_\_\_