



JOB DESCRIPTION

PAYROLL OFFICER

Employment Conditions	Part-time (0.8FTE being 4 days per week for first 6-12 months, reducing to 0.6-0.8 FTE thereafter), ongoing subject to successful completion of 6 month probation period In accordance with the Educational Services (Schools) General Staff Award
Reports to	Accountant
Last Revised	August 2025

Our overarching purpose is **to engage hearts and ignite curious minds.**

Our intent is to enable staff to flourish in a supportive and inspirational environment that encourages personal and professional growth.

OUR PURPOSE: To engage hearts and ignite curious minds.

OUR VALUES: • Courage • Respect • Aspiration • Compassion • Integrity

Proud of our legacy of academic excellence, St Mary's is grounded in Anglican faith and a strong sense of community. At St Mary's, every student is supported by passionate, experienced staff who bring out the best in each girl within our inclusive and nurturing environment.

ROLE

The Payroll Officer's role is to process the fortnightly payroll and all payroll related matters, to maintain accuracy and integrity of payroll system data, and to assist staff and management with all payroll related queries.

RESPONSIBILITIES

- Process the fortnightly payroll for approximately 500 staff each fortnight within the required time frame
- Create and maintain employee data
- Process workers compensation claims, reconciling reimbursements and correspondence
- Calculation of termination benefits
- Reconcile salary packaging accounts and liaise with the external providers
- In liaison with finance staff, balance all payroll ledger accounts, including the posting of all payroll related journals
- Prepare payroll reports
- Ensure the ATO and Superannuation payments are paid within the required time frames
- Calculation of all annual leave and leave loading to be paid at the end of the calendar year
- Calculation and auditing of staff leave entitlements, including long service leave, as required
- Processing school and Government Paid Parental Leave payments
- End of financial year payroll processing. Including the balancing and production of payment summaries through STP

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- Production of salary and budget reports as required
- Streamlining of processes
- Update and maintain payroll procedures
- Interpretation and application of awards and enterprise agreement
- Assistance with HR administration duties
- Regular review of the payroll software system including assistance with any payroll related software implementation and documentation of associated procedures
- Answer staff queries and any queries from third parties
- Any other duties as may be required

The above is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

EDUCATION, EXPERIENCE, SKILLS AND PERSONAL QUALITIES

Experience and Skills

Essential

- Experience processing payroll for approximately 500 staff from beginning to end
- Experience in interpreting awards and enterprise agreements
- Ability to meet regular deadlines
- Strong database knowledge including excellent Excel skills
- Excellent planning and organisational skills
- Good communication and interpersonal skills
- Attention to detail and accuracy in record keeping
- Maintain a high level of resilience and emotional agility
- With personal responsibility and through collaboration and teamwork, be able to successfully navigate and manage change
- Be able to use your personal and problem-solving skills to manage and work collaboratively through conflict, to resolution

Desirable

- Prior experience in a school environment
- Experience using MicrOpay software

Personal Qualities

Essential

- Ability to communicate positively and effectively with co-workers, students and the wider school community with maturity and discretion.
- Ability to work both independently and collaboratively as part of a team.
- Ability to work under pressure in a calm and methodical manner.
- Well-developed communication and interpersonal skills.
- Ability to use initiative.
- Good sense of humour with a positive outlook.

WORKING RELATIONSHIPS

Internal

Principal
Executive staff
Director of Business Operations
Accountant
Administrative staff
Teaching staff
Casual staff

External

Past staff
Australian Taxation Office
Superannuation Funds
Salary Sacrificing companies
Centrelink
Industry bodies

OUR COMMITMENT TO CHILD SAFETY AND CHRISTIAN VALUES

St Mary's Anglican Girls' School is a child safe environment. Our school actively promotes the safety and wellbeing of all students, and all school staff are expected to be committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations and in accordance with the St Mary's Child Safe Policies and Codes of Conduct. A valid Working with Children Card and National Police Clearance are required for all employees at St Mary's Anglican Girls' School.

St Mary's is an Anglican school and applicants should be able to demonstrate empathy with and support for the School's Christian values.

St Mary's is a non-smoking campus and all staff are expected to adhere to this.