

Position Description

Finance Officer - Payroll

April 2022

DEPARTMENT Corporate Services	REPORTS TO Finance Team Leader
EMPLOYMENT TYPE Part Time – permanent (15 – 20hrs FT)	DIRECT REPORTS Nil
LOCATION 32-34 Darlimurla Avenue, Newborough and some work from home as part of our flexible location and options for work	KEY CONTACT John Rochstad-Lim Corporate Service Manager: 0477 500 625

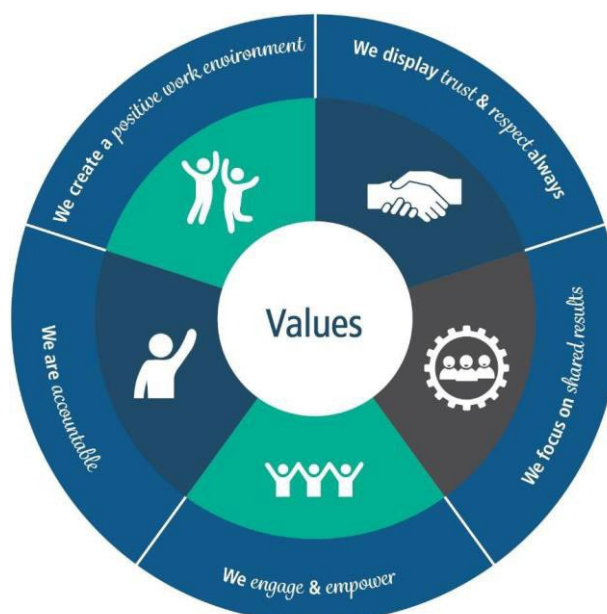
WHO IS LATROBE?

Latrobe Health Services is an Australian-owned not-for-profit registered private health insurer with more than 81,000 members across Australia. We pride ourselves on providing quality cover for our members, and exceptional service when our members need us.

Latrobe's core purpose is to guide and empower our members like a friend, to take control of their health episodes now and in the future.

Our purpose is supported by 5 key values:

1. *We display trust and respect always*
2. *We focus on shared results*
3. *We engage & empower*
4. *We are accountable*
5. *We create a positive work environment*



POSITION OBJECTIVE

The core purpose of the Finance Officer (Payroll) is to provide timely and accurate delivery of all payroll functions and reporting.

Reporting into the Finance Team Leader, this role will be responsible for end-to-end processing of payroll for all Latrobe Health employees and directors.

The position will strive for continuous improvement that aims to create efficiencies and deliver improved internal and external stakeholder experience to support Latrobe's Corporate Services functions contributing towards a strong and sustainable core.

Position Description



REQUIREMENTS OF THE POSITION

Key duties and responsibilities

- Maintain accurate, relevant and timely records.
- Perform payroll tasks (including payroll processing, attending to statutory requirements, payroll queries, payroll projects, systems/processes updates & provide support to the finance team).
- Ensure all payroll transactions are processed efficiently.
- Collect, calculate and enter data in order to maintain and update payroll information.
- Manage Single Touch Payroll (STP) requirements and reporting including salary, wages, PAYG withholding and superannuation to the ATO.
- Determine payroll liabilities by calculating employee related taxes.
- Resolve payroll discrepancies.
- Onboard and offboard employees in the payroll/finance system.
- Maintain payroll operations by following policies and procedures – and update where appropriate and/or necessary.
- Respond to and effectively attend to day-to-day administration of Payroll and staff wage and salary enquiries.
- Act as a business partner across all teams and department and provide high level of customer service. Maintain strong relationships with the People & Culture team in relation to changes to staff employment changes.
- Complete monthly account reconciliations.
- Perform other reasonable duties as requested by the Finance Team Leader or Finance & Corporate Services Manager.

Leadership teamwork and relationship building

- Model the Latrobe Way values and behaviours in the delivery of individual performance; actively contribute to a constructive, high performing team and organisational culture.
- Develop and maintain relationships with peers and stakeholders across the business through a highly effective communication style.
- Independently prioritise work while being flexible to change and appropriately escalate issues impacting either performance and/or the business.
- Work autonomously and as part of a team.

Accountability and extent of authority

- Provide support and information to the Finance Team Leader, Finance & Corporate Services Manager and Chief Financial Officer as required.
- Demonstrate the core capabilities of Latrobe Health's capability framework including managing self, contributing to a constructive culture and achieving outcomes.
- Actively maintain awareness of all risk and compliance obligations defined through Latrobe's Risk Management Framework.
- Consistently achieve individual goals and objectives and actively lead own growth and achievement planning and implementation.

Position Description



Judgement and decision making

- Interpret and work within organisational policy and procedure and/or legislation applicable to the position.
- Actively offer and implement a course of action and solutions based on evaluation and analysis of numerical and written information focussed on results.
- Make decisions which are objective and free from undue influence consistent with Latrobe's risk culture.
- Make decisions consistent with Latrobe's operational delegations and delegate or escalate matters appropriately.

KEY SELECTION CRITERIA

Experience skills and knowledge

1. **At least two years' experience as a payroll officer in a similar industry or busy environment.**
2. **Demonstrated knowledge, experience and understanding of contemporary payroll processes** including:
 - Using MicrOpay (or other related payroll/finance systems)
 - Interpreting and applying Statutory requirements (i.e. legislation and Award)
3. Proficient in the use of Microsoft Office and intermediate Excel skills.
4. **Excellent problem-solving and business analysis** skills including the ability to
 - produce performance data related to the corporate service functions
 - assist to review and improve the design and implementation effectiveness of end-to-end process, procedures and policies aligned to strategic objectives.
5. **Strong interpersonal and relationship management** skills with demonstrated ability to work as part of a team and display leadership and initiative.
6. **Strong communication and engagement** skills to drive mutually beneficial outcomes with internal and external stakeholders.
7. **Flexible, adaptable, mobile and energised (FAME)** mindset: ability to positively respond and adapt to changes that impact the business environment.

Qualifications/accreditation/licenses

1. Post secondary qualifications in finance, business and/or commerce (desirable).

Mandatory checks

1. Candidates will be required to undergo a national police check.
2. All Latrobe Health employees must prove they are fully vaccinated against COVID.
3. Employment at Latrobe Health requires candidates to have Australian citizenship or to be a permanent resident of Australia or to have a valid visa that provides work rights in Australia.