

Position Title	Payroll Officer	Reporting to	Senior Accountant
Division	Finance	Direct reports	Nil
Classification	Level C	Employment Status	Part-Time 0.6 – 0.8 FTE Fixed-Term til January 2023
Position Number	100979	Date	July 2021

## The Organisation

The Royal Australian College of General Practitioners (RACGP) is the voice of General Practitioners (GPs) in our growing cities and throughout rural and remote Australia. For more than 60 years, we've supported the backbone of Australia's health system by setting the standards for education and practice and advocating for better health and wellbeing for all Australians.

We cultivate a stronger profession by helping the GPs of today and tomorrow continue their professional development throughout their careers, from medical students and GPs in training to experienced GPs. We develop resources and guidelines to support GPs in providing their patients with world-class healthcare and help with the unique issues that affect their practices. We're a point of connection for GPs serving communities in every corner of the country.

Australia's GPs see more than two million patients each week, and support Australian's through every stage of life. The scope of general practice is unmatched among medical professionals, so the RACGP supports members to be involved in all areas of care, including aged care, mental health, preventative care and Aboriginal and Torres Strait Islander Health.

Patient-centred care is at the heart of every Australian general practice and at the heart of everything we do.

## Our Values

RACGP Employees are expected to uphold our workplace values:



**Progressive leadership** Forward thinking and proactive leaders who lead by example and empower employees to create and drive innovation



**Quality** Honouring our Organisational Vision and Mission Statement by constantly striving for excellence in service delivery and advancement in the field



**Ethics** Committed to acting with morality, integrity and transparency in serving the best interests of all stakeholders



**Professionalism** Dedicated professionals who respect and collaborate with others and are fully accountable for their actions.

## Your Team

The Finance Division of the College provides services to Council and its committees, CEO, managers and staff of our Faculty Offices and National Office Departments, and external bodies including grant funders and grant operators.

These services are in the areas of:

- Setting of finance policies and procedures; budgeting, processing, recording and reporting of College business transactions; managing daily cash flow; managing compliance with tax laws and Corporations Law as it relates to financial matters; and providing managerial direction relating to financial matters whilst minimising financial risk.
- Management of some office services specifically travel supplies, office supplies, postage & courier services and utilities.

## Your Role

Working in a job share role the Payroll Officer is responsible for the coordination and management of the entire payroll function. The role will provide support and advice on payroll, contractor superannuation and other payroll / employee compliance matters to RACGP management and staff and will ensure statutory, legislative and award compliance requirements are met.

## Key Responsibilities

- Responsible for processing and maintaining the contractor super payment in the payroll system involving data extract from the ERP and ensuring contractor superannuation is paid in full and on time quarterly
- Jointly responsible for managing end to end fortnightly payroll processing,
- Jointly responsible for monthly reporting and ensuring fully compliant with all relevant legislation. Given the job-share arrangements, processing end-to-end payroll will be completed on a rotational basis, with back-up support as required at other times.
- Jointly responsible for ensuring all requirements and process are fulfilled and keep the system payroll ready for each fortnight
- Jointly responsible for managing the payroll system including system upgrade and testings in coordination with the software provider
- Liaise and manage external stakeholders including TAPS, clearing house, software provider, and salary packaging providers etc
- Apply award and legislative rules to the payroll system to ensure award and legislative compliance and having up to date knowledge of requirements across all states
- Communicate closely with the HR team to ensure a smooth transition between employee lifecycle changes (new starters, variations, terminations) and the payroll function. Verifying new starter employment details and employment variations in the payroll system
- Advise and support Legal & HR in relation to payroll matters
- Manage payroll and contractors' queries within agreed timeline.
- Preparation and lodgement of Payroll tax in accordance with the relevant legislation
- Support and back-up for workcover insurance and FBT submissions
- Work collaboratively with other payroll officer on job share and handover
- Ability to be flexible with working days to provide backup support as required
- Participate in the RACGP Performance Review Cycle.
- In consultation with Manager, deliver agreed Work Performance Goals.
- Other duties as required.

## Environment, Health and Safety

1. Comply with the RACGP's wellbeing and workplace OH&S policies and procedures.
2. Take reasonable care for your own health and safety, along with other RACGP employees, members and visitors.
3. Ensure that hazards and incidents, near misses and injuries are reported immediately to your Manager.

4. Actively and willingly participate in health and safety, wellbeing, emergency evacuation training, meetings and workplace activities.
5. Do not wilfully place at risk the health or safety of any person in the workplace.
6. Always work proactively to uphold the highest standards of health and safety in the workplace, including working remotely, behavioural conduct and whilst undertaking all associated duties of your role.

## Your Relationships

Your role requires interaction with the following internal and external stakeholders:

### Internal:

- RACGP Managers
- Business Unit Managers
- Finance Division
- IT
- RACGP employees

### External:

- RACGP Members and non-members
- Suppliers of RACGP
- AccessPay, Frontier, AMP Superannuation, Australian Unity, WorkCover Providers, TAPs, Other superannuation funds

## Key Selection Criteria

### Experience, Knowledge and Skills

#### Essential

- Demonstrated experience in Payroll processing
- Demonstrated understanding of payroll processes and knowledge of current employment legislation, taxation and superannuation
- Ability to work under pressure to meet deadlines and perform multiple tasks with frequently changing priorities
- Superior accuracy and attention to detail
- Ability to accept instruction and exercise the highest level of discretion and confidentiality
- Good interpersonal, customer-service and strong written and verbal communication skills
- Strong work ethic and team player but can also work autonomously
- Proficiency in MS Office Suite
- The required working days for 0.8 FTE are Monday, Tuesday, Wednesday, Friday and for 0.6 FTE are Monday, Tuesday, Friday with flexibility on days when needed to provide backup support.
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#### Highly Desirable

- Health or Education based experience
- Experience in a non-for-profit organisation
- Experience using Technology One System
- Experience using chris21 or iChris Payroll system

## Qualifications

### Essential

- A post-secondary qualification in Business/Accounting

### Desirable

- Relevant degree/tertiary education

## Workplace Behaviours

In our workplace your actions and behaviours will:

- *Positively influence others*
- *Take initiative*
- *Focus on quality service delivery*
- *Make effective decisions*
- *Be transparent*
- *Prioritise respectfulness*
- *Strive for excellence*
- *Be flexible and adaptive*
- *Demonstrate integrity*
- *Be accountable*
- *Celebrate collaboration*

## Classification Description

In accordance with the Enterprise Bargaining Agreement (EBA) 2018 or subsequent agreement.

## Declaration

I, (insert name) acknowledge that I have read and understood the Payroll Officer **position description**, which forms part of my employment contract from the date of issue.

I accept that the Position Description may need amending and updating periodically due to changes in responsibilities and organisational requirements.

Employee: \_\_\_\_\_ (signature) Date: \_\_\_\_\_