

Position Title	Payroll Officer	Reporting to	Payroll Manager
Business Unit	People, Capability & Transformation	Direct reports	N/A
Classification	Level C	Date	July 2022

Our 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 Australians 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-centered 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 People, Capability and Transformation team plays a critical role in ensuring that the RACGP has a positive and inclusive culture, provides an engaging employee experience, and has the right people with the right capabilities to support, review and deliver on the RACGP vision and strategy within competitive and compliant frameworks.

The functions of the People, Capability and Transformation team include:

- Talent & Performance (talent acquisition and learning and development)
- People Support Centre (workplace relations, industrial relations, HR administration, policy, process)
- HR business partnering
- Organisational development
- Organisational transformation
- Employee communications
- Payroll
- Workplace Health and Safety
- Profession Led Training HR transformation readiness
- HR projects

Your Role

Working together with the Payroll Team. This role is responsible for the coordination of the entire payroll function. The role will provide support and advice on payroll, contractor superannuation and other payroll / employee compliance matters. You will work closely with RACGP Management and Business Units to ensure statutory, legislative and award compliance requirements are met.

Key Responsibilities

- Processing fortnightly payroll, end of month reporting and ensuring full compliance with all relevant legislations, including up to date knowledge of requirements across all states
- Processing and maintaining the contractor super payments in the payroll system involving data extract from the ERP and ensuring contractor superannuation is paid in full and on time monthly
- Working collaboratively with the other Payroll Officers on process improvements to the fortnightly payrolls,
- System upgrades and testing in coordination with the software provider Frontier
- Resolving complex payroll queries
- Communicating closely with the PCT 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.
- Advising and supporting Legal & PCT in relation to payroll matters.
- Other duties as required.
- Liaise and manage external stakeholders including TAPS, clearing house, software provider, and salary packaging providers etc.
- Support and back-up for Workcover insurance and FBT submissions
- Produce payroll calculations as required, including redundancy estimates and back payments.
- Participate in the RACGP Performance Review Cycle.
- In consultation with Manager, deliver agreed Work Performance Goals.
- Comply with all relevant workplace policies and procedures.

Qualifications and Experience

Essential

- Experience problem solving in high-stakes scenarios
- Experience in Payroll processing

- Good 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
- A post-secondary qualification in Business/Accounting

Highly Desirable

- Health or Education based experience
- Experience in a non-for-profit organisation
- Experience using Technology One System
- Experience using chris21 Payroll system
- Relevant degree/tertiary education

Your Relationships

Your role requires interaction with internal and external stakeholders including:

Internal:

- Managers
- Business Unit Managers
- Finance Division
- People Performance and Transition
- IT
- other RACGP employees

External:

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