



Saint Ignatius College Geelong

Role Statement

Payroll and Administration Officer

Context

Saint Ignatius College, Geelong is a co-educational school located in a beautiful rural Bellarine landscape. It is proud of its unique position in the Geelong region where young men and women can work together in a vibrant learning community. A Jesuit Companion School of over 1400 students, our purpose is to form young people of competence, conscience and compassion.

Every staff member at Saint Ignatius College Geelong is expected, at all times, to support the:

- College's Catholic Ethos, College's Child Safe Policies and Procedures
- College's Ignatian Ethos, CECV Statement of Principles Regarding Catholic Education

Saint Ignatius Learning and Teaching Policy states

At Saint Ignatius College staff will possess an understanding of their students, have a deep knowledge of the content that they teach and ensure best practice. This will be achieved through professional engagement with the College and wider community.

- Saint Ignatius College Staff will possess an understanding of their students.
- Saint Ignatius College staff will have a deep knowledge of the content that they teach.
- Saint Ignatius College staff will pursue best practice.
- Saint Ignatius College staff will achieve this through professional engagement

Overview of the role

- Contributes to the successful functioning of the Finance area by processing the College payroll for all staffing in a timely and accurate manner.
- Works collaboratively with the Human Resources Manager about payroll matters
- Provides administrative support to the Human Resources Manager and the Finance & Administration Manager
- Provide back up support to the Student Services/Reception and Finance Areas
- Works with general direction and uses discretion and judgement in planning, allocating resources, organising work, innovating within the role and takes responsibility for outcomes.
- Is responsible to the Finance & Administration Manager who will provide the details required to process the payroll and apply associated leave information and other information required for the payroll. This position requires a high degree of confidentiality.

Responsibilities and Accountabilities

- Process fortnightly payroll, including Single Touch Payroll
- Ensure all staff are paid accurately, on time and in accordance with their conditions of employment.
- Maintain sick leave entitlements for all staff on CEVN (online MACS)
- Maintain annual leave entitlements for non-teaching staff.
- Set up new staff in SAS and Pay3K
- Process termination payments as required.
- Update staff payroll details as required e.g., bank accounts, superannuation, change of address, taxation.
- Assist employees with any payroll related queries or issues and escalate as required.
- Process via SAS creditors all payroll related payments.
- Assist HR Manager with staff census in February and August each year.



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- Data Entry on OSR (Online Staffing Records) and PRS (Personal Record System)
- Process staff deductions and forward in a timely manner, salary sacrifice amounts via Smartsalary, Hospital benefits, staff association, union fees, Give Where You Live etc.
- Monitor the agreement and prepare for salary increments in May each year and salary increase as determined by the agreement.
- Monitor Fixed Term contracts for end dates.
- Process Long Service Leave Termination documentation.
- Process Long Service leave applications to MACS to recall correct amounts, monitor process.
- Lodge payments for loading on Long Service Leave payments.
- Workcover, be aware of staff that require reimbursement of wages from WorkCover.
- Prepare pro rata calculations for staff about to take Parental Leave or Long Service Leave
- Monitor Staff on Parental Leave and that the terms of the agreement are met.
- Be the contact for the Government Paid Parental Leave payments and distribution for staff.
- Prepare the monthly Superannuation payment and update the clearing house as required.
- Maintain and monitor that staff have met all requirements to be part of the payroll (e.g. WWCC, Mandatory Reporting, First Aid, Child Safety documentation)
- Reconciliation of general ledger accounts associated with payroll.
- Reconciliation of long service leave, superannuation and workers compensation reimbursements /payments
- Maintain all leave records.
- Monitoring of staff leave applications and entitlements on EMS360.
- Liaise with MACS, IR, Finance, LSL, and OSR and PSR staff as required.
- Request "C" numbers.
- Prepare end of year pro rata payments for staff on contracts or variations
- Finalise end of financial year process for payment summaries
- Prepare Ad hoc reports as required.
- Maintain and monitor a current staff list.
- Ensure compliance with ATO STP
- Work collaboratively with the Human Resources Manager
- Assist with annual financial audit.
- Provide administration support to the Human Resources Manager
- Any other duties directed by the Finance & Administration Manager

Committee/Teams

- Member of the Catholic Schools HR and Payroll network
- Attendance at major College events and activities, some of these may occur in the evening.
- Perform other such duties as required by the College Principal.



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Key Skills

- Knowledge of SAS200 or Pay3K, or willingness to learn.
- Knowledge of XUNO Student Management System or willingness to learn.
- Proficient use of Microsoft Office
- Capacity to manage your own time, complete multiple tasks with a set time frame and show initiative.
- Attention to detail and accuracy.
- Ability to take ownership of tasks.
- Knowledge of internet systems such as Operoo, Google Forms, Trybooking
- Highly effective communication and team-building skills
- Strong interpersonal skill, including the ability to liaise with a range of College stakeholders.
- Demonstrate capacity to maintain confidentiality.
- Extensive administrative experience

Commitment to Child Safety

Victorian Catholic Schools are child safe environments. Saint Ignatius College Geelong actively promotes the safety and wellbeing of all students, and all staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. The Saint Ignatius College Geelong Child Safety and Wellbeing Policy and Child Safe Code of Conduct are available on the College website.

Staff must

- Have a demonstrated understanding of Victoria's 11 Child Safety Standards
- Have a demonstrated understanding of appropriate behaviour when engaging with children.
- Be familiar with legal obligations relating to child safety, including Mandatory reporting and other obligations.
- Be a suitable person to engage in child-connected work.

Child Safety and Pastoral Care

- Provide students with a child-safe environment.
- Be familiar with and comply with the College's Commitment to Child Safety, Child Safety Policy, Safeguarding Children and Young People - code of conduct, and any other policies or procedures relating to child safety.
- Maintain currency of Child Safe training
- Demonstrate a duty of care to students in relation to their physical and mental wellbeing.
- Proactively monitor and support student wellbeing
- Be an active participant in the College's pastoral care system and in a manner which reflects Ignatian values.
- Implement strategies which promote a healthy and positive learning environment.
- Attend all school assemblies.



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- Attend school liturgical celebrations.
- Attend school organised activities relevant to house or year level, as required.
- Responsibility for the behaviour of all students
- Responsibility for the appearance of all students and to model appropriate dress by adhering to the dresscode policy as published in the staff handbook.

Professional Development

- Commit to ongoing professional development in relation to your role.
- Be open to researching areas of interest relevant to directions provided in the school's strategic plan.
- Continue development of ICT skills as technologies evolve.
- Participate in the staff appraisal and review process annually.
- Be an active member of a relevant professional association as duties permit.
- Support collegial learning.
- Participate annually in Ignatian professional development.
- Maintain currency of first aid, mandatory reporting and anaphylaxis training
- Uphold the professional standards expected of this role.

Co-Curricular Involvement

- Support and be involved in the co-curricular program.
- Proactively encourage students to participate in co-curricular activities.
- Act as a role model for participating students.
- Create and maintain a safe environment in which students may enjoy their participation.
- Oversee the provision and care of relevant equipment materials and first aid requirements.
- Where appropriate, nominate participating students for awards.
- Consider participation in social justice activities/retreats/spiritual programs.

General and Professional Responsibilities

- Develop and maintain, at all times, collegial and professional relationships with colleagues.
- Be respectful of the spiritual and social values of the college.
- Ensure the safety of our community by attending to OH&S issues in an appropriate and timely manner.
- Support a performance and development culture.
- Adhere to all College Policies and Procedures

General and School Community Administrative Duties

- Contribute to a healthy and safe work environment for yourself and others and comply with all safework policies and procedures.
- Demonstrate duty of care to students in relation to their wellbeing
- Attend whole-school events such as: Feast Day, School Assemblies and Liturgies, Sporting events, House events, Open Day, Mosaic Evening and other events as required by the Principal.



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- Attend staff liturgical events and staff faith development days.
- Use Information and Communications Technologies to enhance administration procedures.
- Follow the College's financial requirements in relation to budgeting, record keeping, ordering and deliveries.
- Attend all relevant school meetings, after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities.
- Contribute to the life of the College by participating in College functions, events, etc.

Other duties as directed by the Principal.

Time Allocation:	Full-time ongoing. To be negotiated with successful applicant Category "A" or "C"
Remuneration	According to Catholic Education Multi-Enterprise Agreement 2022

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Principal, in response to the strategic direction of the College and the development of the skills and knowledge of the position, including the changing needs and in consultation with the incumbent.