

Position Description

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| Title | Payroll Administrator | Reporting | Financial Controller |
| Type | 0.8 FTE | Review | April 2027 |
| Position Hours | Monday – Thursday 8.15am – 4.15pm | | |

Bayside Christian College is committed to child safety in every aspect of the College. Our College fosters openness to create a culture in which everyone – staff, parents, carers, and children – feel confident, enabled, and supported to safely disclose child safety or wellbeing concerns. The College has zero tolerance of any abuse or maltreatment of children. It is a requirement that all personnel working for the College adhere to and demonstrate they are familiar with the contents of the College's Child Safety and Wellbeing Policy, Child Safety Code of Conduct and all associated policies available at www.baysidecc.vic.edu.au

Introduction

Bayside Christian College is a coeducational, ELC to Year 12 Christian College. Bayside Christian College “exists to help parents equip their children for effective, God-glorifying lives as Christians in the world” (Constitution p. 8). It is therefore an inherent requirement of this non-teaching role that the holder is a committed Christian as demonstrated by consistent active and faithful attendance and service with a local Christian church.

Purpose of the Role

The Finance Team provides accounting services to ensure the College meets all financial transactions, reporting and compliance requirements. In a busy and dynamic environment, the team provides professional and friendly support to staff, parents, suppliers, and stakeholders.

Reporting to the Financial Controller, the Payroll Administrator is a key member of the Finance Team responsible for the payroll function and relevant administrative duties at the College.

Objectives

The Payroll Administrator works closely with the Financial Controller and Human Resources Officer to manage the payroll function of the College and provide administration where required.

Providing these services in an effective and efficient manner will ensure that all financial records are accurate and up to date and that payroll is processed within established time limits and required compliance is met.

Responsibilities

Achieving these outcomes will involve the following specific activities and responsibilities:

Payroll

- Ensure compliance of all relevant employment regulations
- Prepare and reconcile the fortnightly payroll, and all related ATO requirements including deductions, superannuation, salary packaging and PAYG tax
- Prepare and reconcile monthly Payroll Tax obligations for the State Revenue Office
- Reconcile payroll general ledger and clearing accounts on a monthly basis
- Maintaining a register of staff entitlements including personal leave, long service leave, annual leave and leave loading
- Maintain all employee payroll files and ensure their confidentiality and security
- Examining and reconciliation of student teacher and exam supervision payments, follow up and process any associated payments necessary
- Entering the new employee's payroll data into the College's system upon appointment and maintain employee data
- Preparing information for completing the online annual remuneration return for WorkCover
- Reviewing fortnightly payments for all casuals and contractors
- Liaison with Centrelink and reconciliation of Centrelink payments for parental leave paid
- Attending to general enquiries by staff on salary payment and entitlements
- Maintaining up to date knowledge on industrial relations matters and other applicable awards.

Fees and Charges

- Liaise with parents/carers regarding payment arrangement options
- Organise the charge schedule (tuition fees/sibling discounts) into Edumate.
- Regularly review debtors with the Business Manager.
- Complete the annual Tuition run.
- Produce tuition statements and process payments
- Respond to fees account email and phone enquiries from parents/carers.

Victorian Assessment Software System (VASS) Administrative Support

- Create invoices for VSV/VET charges as appropriate communicating with parents/carers payment dates and conducting any follow-ups as required,
- Provide other administrative support with VASS as required.

Other Duties

- Other duties as required and directed by the Financial Controller and Business Manager

Specifications

General accountabilities for all Staff

- Demonstrate duty of care to students in relation to their wellbeing
- Be well informed and comply with the College's obligations in relation to Child Safe Standards and processes for reporting suspected abuse
- Adhere to the College's professional dress code for staff
- Attend all relevant staff meetings, assemblies, community days and staff professional learning days
- Demonstrate professional and collegial relationships with colleagues
- Demonstrate alignment and support for the ethos of the College
- Support the Mission, Vision and Values of the College as articulated in the Strategic Plan
- Be familiar with and comply with all College policies and procedures

Education and Experience

- Appropriate degree in Finance preferred, but not essential
- Minimum five years' experience in a payroll position within a finance team

- Strong communication and customer service skills
- Maintains high integrity and ethical standards
- Excellent Microsoft Office skills – advanced Excel
- Ability to work autonomously and within a team environment
- Excellent attention to detail and data entry skills
- Ability to use initiative, review and improve systems processes
- Strong reporting experience – ability to prepare and produce reports from the database or Excel
- Experience in a school Payroll environment and familiar with school industrial agreements
- Experience with the Reckon system
- Committed to upholding the vision and values of Bayside Christian College

This Position Description may change at the discretion of the Business Manager and is subject to an annual review.