

Position Description



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| Position Title: | Payroll Officer |
| Department / Function: | Finance |
| Reports to: | Manager Finance |
| Award/Common Law | Common Law |
| Classification – Grade: | N/A |

About St John Ambulance South Australia

St John SA’s vision is to create a safe, supported, engaged and resilient South Australian community

Our mission is to ensure the wellbeing of all South Australians is improved through St John SA’s delivery of innovative, client centred, and evidence-based health, community and educational products and services. All of our work is underpinned by a professional network of volunteers and staff.

Our work in local communities encompasses health services, social connection programs, youth programs, first aid training and product sales, and supporting people during times of disaster – including bushfires and floods.

St John SA acknowledges and pays respect to Australia’s Aboriginal and Torres Strait Islander Peoples, the traditional custodians of the lands, waterways and skies across Australia.

OUR VALUES



Position Summary and Requirements

The Payroll Officer is responsible for the accurate and timely processing of payroll while supporting broader Finance team and administrative functions. The Payroll Officer will play a key role in ensuring compliance, maintaining employee records, and providing high-quality support to staff and management for St John SA.

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| Key Relationships | |
| Number of Direct Reports | <ul style="list-style-type: none"> • Nil |
| Key Internal Relationships | <ul style="list-style-type: none"> • Chief Commercial Officer • People and Performance • Staff |
| Key External Relationships | <ul style="list-style-type: none"> • Employment Hero • Commonwealth Departments (Services Australia, ATO) |

Payroll Officer

| Core Functions | Scope of Work |
|-----------------------------|--|
| Payroll | <ul style="list-style-type: none"> • Verify timesheets and process fortnightly payroll • Work collaboratively with People and Performance to maintain accurate and consistent personnel data within HR and Payroll platforms • Calculate employee pay based on hours worked, deductions, taxes, and benefits • Process workers compensation and Services Australia claims, reconciling reimbursements and correspondence • Calculate termination benefits • Update and reconcile salary packaging accounts in the payroll system and liaise with the external provider • Prepare data for end of month journals including payroll accruals, leave and work cover • Balance all payroll related accounts in the ledger and maintain appropriate registers for leave balances • Prepare payroll reports including but not limited to leave reporting, remuneration reporting, important dates/anniversaries • Ensure the ATO, Salary Packaging, Portable Long Service Leave and Superannuation reports are lodged, and payments are remitted within the required time frames • End of financial year payroll processing, including the balancing and production of payment summaries through STP • Ensure and verify that updates have installed accurately in the system (award changes, regulation changes etc) • Produce salary and budget reports as required • Continuous review for improvements and streamlining of processes • Update and maintain payroll related procedures • Support external audit fieldwork as required |
| Reviews and Compliance | <ul style="list-style-type: none"> • Regular review of applicable awards to ensure compliance with all terms of the award • Regular review of applicable Fair Work Australia/ATO/other regulatory authorities payroll requirements to ensure compliance is maintained • Auditing previous pay cycles for compliance and rectifying any errors. • Produce monthly and other ad hoc payroll reporting. |
| Finance administration | <ul style="list-style-type: none"> • Assist with accounts payable, accounts receivable, end of month reporting and other financial tasks. • Filing and maintaining records • Checking and verifying financial data and reports |
| Administration | <ul style="list-style-type: none"> • Undertake administrative activities as required to support the HR and Finance teams • Provide project support and participate in payroll projects |
| Additional Responsibilities | <ul style="list-style-type: none"> • Provide friendly and responsive support to staff with payroll and remuneration queries, aiming to respond within two business days • Share observations or suggestions that may help improve payroll processes or support budgeting efforts with the team • Assist with system upgrades in collaboration with the ICT department and Finance Officers and educate staff on any changes |

Payroll Officer

Workplace Health Safety and Welfare

- Support staff with timesheet submissions by offering guidance on best practices and troubleshooting common issues
- Maintain positive relationships with salary sacrifice providers to help staff in accessing available employee benefits
- Any other duties as may be required
- Proactively address safety and child protection matters.
- Ensure workstation is kept safe and tidy
- Undertake workstation self-assessment on an annual basis.
- Follow safe and health work practices at all times, including reporting of hazards and incidents immediately, and referring WHS issues and requirements to managers.

Knowledge Experience and Capabilities

- Experience processing payroll across multiple industrial instruments in a 24/7 service environment
- Strong analytical skills with the ability to identify, investigate, reconcile and resolve discrepancies
- Experience in Employment Hero or similar package
- Experience in MYOB Advanced or similar packages (desirable)
- Working knowledge of the Microsoft Office range of applications, including well developed excel skills.
- Demonstrated understanding and ability to interpret industrial instruments and legislative requirements
- Experience reviewing historical payroll records
- Exposure to, or an understanding of, the dynamics and drivers of charitable organisations (desirable)
- Highly motivated and enthusiastic, with excellent communication skills
- Ability to analyse and solve problems
- Ability to identify, discuss and resolve issues with all members
- Demonstrated ability to work within tight timeframes

Qualifications

- Tertiary qualifications in finance or administration are desirable
- First aid qualification (minimum of Provide First Aid) (or willingness to obtain)

Essential requirements

- Must be prepared to relocate within St John should the need arise
- It is a requirement that this position undertake and hold a National Police Certificate and a current Working with Children Check both of which are acceptable to St John SA prior to the commencement of employment. Continued employment is subject to the maintenance of satisfactory checks.