



## POSITION DETAILS

REPORT TO:	Manager HR & Payroll
FTE:	0.6 FTE
CLASSIFICATION LEVEL:	Grade 3 or 4, commensurate with qualifications and experience.

## JOB SPECIFICATION

Adelaide Christian Schools (ACS) is a community of schools, both nationally and internationally. These schools provide an education of academic excellence consistent with the teachings of the Bible, to children of many Christian denominations. They teach and train students in all aspects of life in such a way that God is seen as the centre of everything. They are an extension of the home and help parents fulfil the God-given mandate to bring up their children in His ways.

The primary corporate service functions of ACS are based at the Kings Park office for Sunrise schools, international schools, and ELCs.

The Payroll Officer position is based at the Kings Park office and is accountable to the Manager HR & Payroll.

## POSITION OVERVIEW

<b>Position Summary</b>	<p>The Payroll Officer participates in the day-to-day tasks of the end-to-end payroll function as well as a range of support services for Sunrise Christian School, Sunrise Christian School Whyalla, and Sunrise Christian School Early Learning Centres with main responsibilities being:</p> <ul style="list-style-type: none"><li>• Processing the payroll and associated functions for Sunrise Christian School, Sunrise Christian School Whyalla, and Sunrise Christian School Early Learning Centres;</li><li>• Maintenance of electronic personnel and payroll records of Sunrise Christian School, Sunrise Christian School Whyalla, and Sunrise Christian School Early Learning Centres;</li><li>• General administration duties as required.</li></ul>
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<b>Reporting/ Working Relationships</b>	<ul style="list-style-type: none"><li>• The Payroll Officer is accountable to and under the direction of the Manager HR &amp; Payroll or delegate.</li><li>• The Payroll Officer works closely with members of the HR &amp; Payroll team, the Corporate Services team, the Principals &amp; ELC Executive Director, the School Office Managers, and the ELC Directors.</li><li>• The Payroll Officer should maintain and foster positive relationships with all staff.</li></ul>
<b>Special Conditions</b>	<ul style="list-style-type: none"><li>• Some out of hours work may be required, particularly during busy periods such as end of Term 4 and start of Term 1.</li></ul>

## KEY RESPONSIBILITIES

KEY RESPONSIBILITIES	RELATED TASKS
Tasks	<p>All tasks relate to Sunrise Christian School, Sunrise Christian School Whyalla, and Sunrise Christian School Early Learning Centres.</p> <ul style="list-style-type: none"><li>• Processing of fortnightly payroll transactions end-to-end with a high degree of accuracy.</li><li>• Checking and processing of timesheets, leave requests, and other employment documentation.</li><li>• Maintenance of employee records.</li><li>• Coordination with the HR team to ensure correct employee data and status.</li><li>• Work closely with Office Managers for the efficient communication of payroll information and to resolve payroll-related inconsistencies</li><li>• Preparation of termination payments, Long Service Leave FTEs and variations, salary sacrifice, and other calculations as required.</li><li>• Interpretation and application of the National Employment Standards, relevant Enterprise Agreements, Awards, and Employment Contracts.</li><li>• Assist staff with pay- and leave-related queries.</li><li>• Preparation of superannuation contributions on a monthly basis.</li><li>• Regular archiving of payroll and employee information.</li><li>• Maintenance of leave spreadsheets including Long Service Leave and Leave Loading spreadsheets.</li></ul>



	<ul style="list-style-type: none"><li>• Calculation and processing of Annual Leave and Leave Loading payments at the end of the school year.</li><li>• Prepare statements of service as required.</li><li>• Complete end-of-financial-year reconciliation and reporting.</li><li>• Reporting of fortnightly payments to salary packaging company on behalf of employees.</li><li>• Maintenance of payroll operations by following policies and procedures (including allowances, deductions, and superannuation).</li><li>• Preparation of fortnightly journals and reconciliations of payroll accounts.</li><li>• Preparation of financial reports for accounting and auditing purposes.</li><li>• Maintain cost centre administration and ledger integration between payroll and accounting systems.</li><li>• Maintain effective relationships with internal and external stakeholders.</li><li>• Undertake general administration tasks to ensure the effective operation of the payroll function and provide general administrative support.</li><li>• Other related duties as required.</li></ul>
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## PERSON SPECIFICATION

### ESSENTIAL MINIMUM REQUIREMENTS

<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Provide a satisfactory Working with Children Check or be willing to obtain.</li><li>• Provide evidence of RRHAN-EC training or be willing to complete.</li><li>• Provide evidence of a National Crime Check or be willing to complete.</li></ul>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"><li>• Strong numeracy skills.</li><li>• Exceptional attention to detail.</li><li>• Ability to grasp concepts and apply learned knowledge.</li><li>• Excellent interpersonal and communication skills to successfully engage a range of stakeholders.</li><li>• Ability to complete work accurately to a high standard within applicable timeframes.</li></ul>



	<ul style="list-style-type: none"><li>• Ability to work in a team and autonomously.</li><li>• Flexibility to work with changing priorities and deadlines where needed.</li><li>• Ability to demonstrate initiative and to take a proactive and flexible approach to tasks where appropriate.</li><li>• High level of organisational skill.</li><li>• Ability to maintain confidentiality in all situations.</li></ul>
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"><li>• An ongoing commitment to the Lord Jesus Christ as Lord and Saviour, consistent with the Biblical standards of Adelaide Christian Centre.</li><li>• A mature faith and active involvement in a local church.</li><li>• A proven lifestyle founded on Biblical Christian principles.</li><li>• A life that demonstrates the indwelling of the Holy Spirit.</li><li>• A willingness to affirm the foundation statements and principles promulgated by the School and ACS.</li><li>• A Christian with a strong commitment to Christian Education and a determination to serve God in a Christian school community.</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Proven experience in completing administrative tasks with a high degree of accuracy to a high standard.</li><li>• Experience in working as part of a team.</li><li>• Experience in Microsoft Word, Excel and Outlook.</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Knowledge of financial and administration systems and processes</li><li>• Sound knowledge of general administrative functions</li></ul>

## DESIRABLE CHARACTERISTICS

<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Possession or working toward a relevant post-secondary qualification in a finance-related field will be highly regarded.</li></ul>
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<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Previous experience in a similar finance or payroll position, particularly in a school or a not-for-profit organisation would be an advantage.</li><li>• Experience in the interpretation of National Employment Standards and various Awards and agreements in the workplace.</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Knowledge and experience in the use of Roubler, KeyPay, or other school database software will be highly regarded.</li></ul>

The position will be reviewed as the role changes and will be appraised on a regular basis.

The requirements of this job & person specification are intended to describe the general nature and responsibility of work in this job. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the job. This job & person specification should be read in conjunction with the employee's current Employment Agreement and the Enterprise Agreement. Employees will also be required to follow any other job-related instructions and school policies, and to perform other job-related duties requested by their Manager. The Manager Corporate Services may, through consultation with the employee, vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

Authorised by: \_\_\_\_\_  
Manager Corporate Services

Date \_\_\_\_\_

Accepted by: \_\_\_\_\_  
Applicant

Date \_\_\_\_\_