



IMMANUEL LUTHERAN COLLEGE

JOB AND PERSON SPECIFICATION

PAYROLL AND ACCOUNTS PAYABLE OFFICER

POSITION TITLE:	Payroll and Accounts Payable Officer
LOCATION:	Business Office
RESPONSIBLE TO:	Head of Business Operations
REPORTS TO:	Financial Controller
SALARY AND CONDITIONS	As per Level 5 of the School Officer Classification, Queensland Lutheran Schools Single Enterprise Agreement 2020
COMMENCEMENT DATE:	January 2023
TENURE:	Permanent, Full-Time

Primary Purpose:

The Payroll and Accounts Payable Officer is primarily responsible for the preparation and payment of the fortnightly payroll plus associated PAYG and superannuation payments. They will ensure the accuracy and integrity of the payroll system data and assist staff and management with all payroll related queries. In addition, the Payroll and Accounts Payable Officer is required to process and prepare creditor payments as well as assist the Financial Controller with general Business Office functions.

Relationships and Authority

The Payroll and Accounts Payable Officer is responsible to the Head of Business Operations through the Financial Controller.

Skills, Experience and/or Qualifications:

- Model service as shown to us by our Lord and Saviour Jesus Christ.
- Demonstrated ability to communicate, both orally and in writing, in a clear and concise manner.
- Demonstrated ability to meet deadlines, determine priorities and organise work to meet objectives and identify and deal with problems.
- Demonstrated data entry skills with a high level of accuracy.
- Minimum of two years of accounts payable experience.
- Minimum of five years of payroll experience in a similar-sized organisation.
- Qualifications in payroll and/or accounting highly desirable (e.g. Cert IV in Payroll).
- Demonstrated ability to work effectively as a member of a team and relate effectively with staff on all levels.
- Demonstrated capacity to effectively manage highly confidential information.
- Knowledge and experience of computerised banking procedures.
- General office software skills such as, but not limited to, the use of Microsoft suite programs plus finance and administration database packages.
- Possess current driver's licence.
- Possess current Suitability Card ('Blue Card') from the Commission for Children and Young People and Child Guardian for working with children (if the successful applicant does not currently hold one of these cards, an application link will be forwarded with the offer of appointment).
- Possess current First Aid Certificate.

Expectations and Responsibilities:

Payroll

Responsible for the payroll function at Immanuel Lutheran College, including all associated entities. Such duties may include:

- Create and maintain staff personnel files.
- Prepare fortnightly payrolls for all entities within the required timeframe.
- Ensure the ATO and Superannuation payments are paid within the required timeframes.
- Streamline, update and maintain payroll procedures.
- Prepare calculations for staff leave entitlements, including long service leave as required.
- Prepare calculations for all annual leave and leave loading to be paid at the end of the calendar year.
- Prepare payroll reports when requested.
- Balance all payroll ledger accounts, including the posting of all payroll related journals.
- Assist with HR administration duties.
- Assist with interpretation and application of awards and the Lutheran Education Queensland Single Enterprise Agreement.
- Assist staff with queries and respond to third parties as required.

- Ensure annual pay increases and step increases are applied when due.
- Maintain payroll and superannuation records plus prepare payment summaries.
- Administer staff salary sacrifice arrangements.

Accounts Payable

Responsible for the processing and payment of creditors. Such duties may include:

- Administration of supplier database including on-boarding of suppliers and contractors to ensure they have and maintain minimum WHS, insurance, and other regulatory compliance requirements.
- Create purchase orders, sorting and matching invoices, creating and posting of batches for authorisation, filing of paperwork, liaison with suppliers and contractors. Ensuring all accounts payable functions are delivered efficiently and on time.
- Assisting staff with crystal reports upon request.
- Reconcile credit cards statements each month.

General Accounting

- Assist the Financial Controller to ensure that monthly financial accounts and management reports for all entities are completed in a timely manner.
- Preparation of monthly accounts for Immanuel OSHC, Immanuel ELC and Associated Clubs.
- Assist with the ILC Arts Festival reporting, and payments to artists.
- Reconciliation of clearing & holding accounts.
- Weekly bank reconciliations for ELC and OSHC.
- Provision of daily bank statement to OSHC.
- Archive Business Office financial records.
- Support the Financial Controller with external audit function.

Facilities Coordination

- Assist with after-hours room bookings – take enquiries from interested parties and liaise with the Property Manager as required.
- Assist with facilities bookings.

Other Duties

- Work additional hours if required to ensure payroll and creditor payments occur on time without exception.
- Secondary person for all inbound calls to the Business Office.
- Ensure that records and information are managed with an unwavering adherence to Australian Privacy Principles.
- Monitor and manage compliance items within ERM (College Risk Management and Compliance System).
- Assist the Head of Business Operations and Financial Controller as required.
- Other duties as required by the Head of Business Operations.

Salary and Conditions

The position of Payroll and Accounts Payable Officer is a full time permanent position with a six month probation period. Thereafter the position will be subject to a annual performance review to be conducted by the the Head of Business Operations and/or their nominee.

Salary: Level 5, Schedule 8 of the Queensland Lutheran Schools Single Enterprise Agreement 2020

Leave: 4 weeks annual leave plus 17.5% loading

Hours of Duty:

Typically, the Payroll and Accounts Payable Officer will work a 38 hour week, Monday to Friday however, this may vary from time to time to suit College requirements (flexible working hours required). In the first instances, the weekly roster will be as per the table below and inclusive of a 30min unpaid lunch break.

Monday	Tuesday	Wednesday	Thursday	Friday
8:00am – 4:00pm	8:00am – 4:00pm	8:00am – 4:00pm	8:00am – 4:30pm	8:00am – 4:00pm

Additional Information

This job and person description details the minimum skills required to perform the duties of this position. Other duties may be allocated, as required.

Given the dynamic environment in which the College operates, the Principal may alter the roles and responsibilities of the Payroll and Accounts Payable Officer position at their discretion in order to most effectively serve the needs of the College.