

# Payroll Officer / HR Assistant

## *Position Description*



**TRINITY**  
ANGELICAN COLLEGE

**Role:** Payroll Officer / Human Resources Assistant  
**Commencement Date:** May 2022 / Full-time  
**Reports to:** HR Officer

## **ABOUT US**

Trinity Anglican College is proudly a co-educational school with over 1200 students from Kindergarten to Year 12. We are the largest independent regional school in NSW and a proud member of the Anglican Schools Commission. The College has earned a reputation as the 'school of choice' in this region because we believe that every child has the right to an engaging and joyful school experience.

Trinity is an inclusive, faith-based community school in the Anglican tradition that values the uniqueness of every child and community member. Trinity has a dynamic and dedicated staff team. We believe in a collaborative staff culture and staff engagement, playing to people's strengths and providing opportunities for development and growth. Our Strategic Vision focuses on the holistic wellbeing of a student. The empowerment of each student is essential to the fulfilment of the Vision.



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*A School of the Anglican Schools Commission (Inc)*

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### **THE ROLE**

The Payroll/HR Assistant will be responsible for the Trinity payroll and support Human Resource functions. Reporting directly to the HR Officer and working closely with the Anglican Schools Commission and responsible to the Principal. The position involves collaborative working relationship with the Executive team and other Finance Office staff, as well as liaison with other staff, both teaching and non-teaching, of the College

The Payroll Officer/HR Assistant will provide advice to the Principal and HR Officer on payroll matters and to maintain accuracy and integrity of payroll system data

Our ideal candidate will have excellent interpersonal skills, be analytical, dynamic, and proactive in the continuous improvement of workflows, processes, efficiencies, and payroll experience.

### **RESPONSIBILITIES AND DUTIES**

#### **Payroll**

- Act as the point of contact for School staff for payroll matters
- Undertake all administrative duties for all payroll processes
- Complete the end to end preparation and processing of the College payroll for teaching and non-teaching staff on a monthly basis, ensuring all employees are paid accurately in accordance with the contracts, Enterprise Agreement and relevant legislation.
- Process, monitoring, and reconciling paid maternity leave and government paid parental leave.
- Calculate annual leave and long service leave accruals and entitlements.
- Calculate termination payments.
- Process increases and calculation of back pays, as required.
- Ensure PAYG tax and expense salary packaging are paid by the due date each month.
- Manage, investigating, and responding to payroll queries in a timely manner and providing guidance on the legislation, income taxes, employee benefits and other related entitlements.
- Supporting the development of payroll initiatives and systems
- Ensure all changes relating to pays, that are properly authorised, are processed in a timely manner.
- Ensure PAYG tax and expense salary packaging are paid by the due date each fortnight.
- Manage, investigating, and responding to payroll queries in a timely manner and providing guidance on the legislation, income taxes, employee benefits and other related entitlements.
- Interpretate and apply the Enterprise Agreement, and employment contracts.
- Liaise with Superannuation funds and members, as required.
- Ongoing maintenance of payroll system and records. Archiving of old records.
- Assist the Business Manager with staff budget preparation and monitoring the actual to budget staff salaries.
- Update and maintain payroll procedures

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### Human Resources

This position will assist the HR Officer further develop a range of HR systems and procedures in the College. Responsibilities will include but not limited to:

- Support the administrative function in the HR space/department
  - Assistance in with various administrative tasks, if required, i.e.
    - interview bookings
    - preparation of appointment letters
    - contracts and variations
    - employment packs
- Maintain employee files in accordance with privacy legislation and College policy
- Archive staff records in accordance with privacy legislation and College policy



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### **Preferred applicant will hold the following qualifications, skills and experiences**

- Relevant tertiary qualifications, or a combination of qualifications and relevant experience.
- Proven experience in end to end payroll processing (preferably in education industry)
- Experience in interpreting awards and enterprise agreements
- Ability to meet regular deadlines
- Strong database knowledge including excellent Excel skills
- Excellent planning and organisational skills
- Good communication and interpersonal skills
- Attention to detail and accuracy in record keeping
- With personal responsibility and through collaboration and teamwork, be able to successfully navigate and manage change
- Be able to use your personal and problem-solving skills to manage and work collaboratively through conflict, to resolution
- Have demonstrated organisational and time management skills together with resourcefulness and initiative to manage multiple priorities.
- Possess advanced computer skills in Microsoft Excel and payroll software.
- Have excellent attention to accuracy and fine detail.
- The ability and commitment to:
  - work in a team environment
  - enhance existing knowledge and skills
  - readily embrace and implement new technology where appropriate
  - work under pressure and manage deadlines
- Experience using iChris or Synergetic highly desirable but not essential
- Must be supportive of the Christian ethos of the College
- Current Working with Children Check or willing to obtain one



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### REMUNERATION

Terms and Conditions of employment will be in accordance with the *Independent Schools NSW (Teachers) Multi Enterprise Agreement 2017*. Remuneration will be determined by the Principal according to qualifications and experience.

Duties as set out in this Position Description can be amended at any time at the discretion of the Principal.

### STATEMENT OF COMMITMENT TO CHILD SAFETY

Trinity Anglican College is committed to being a Child Safe organisation. The College has a zero tolerance for child abuse and is committed to acting in children's best interests and in keeping them safe from harm. Trinity Anglican College regards its child protection responsibilities with the utmost importance and, as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations to maintain a child safe culture.

