



ROLE DESCRIPTION

Payroll Officer

ABOUT THE COLLEGE

As a learning and faith sharing community, centred in Christ, Ursula Frayne Catholic College is a Catholic, Pre-Kindergarten to Year 12 co-educational College in the Mercy tradition. As such, the College caters for approximately 1500 students and is committed to the development of young people, academically and spiritually.

The College is located on two campuses in the Town of Victoria Park.

ROLE OVERVIEW

Ursula Frayne Catholic College is seeking a highly skilled person for this position whose strengths include attention to detail and a particular interest in the terms and conditions of employment contracts. Previous experience with MyHR (cloud-based payroll platform) and / or Catholic Education WA (CEWA) Enterprise Bargaining Agreements would be advantageous.

This role is best suited to a person with the following attributes:

- Ability to maintain confidentiality
- Sound teamwork skills
- Multi-tasking skills
- Problem solving skills
- Ability to remain calm under pressure
- Excellent communication skills
- Ability to adhere to externally set payroll dates and effective management of workload.
- Highly developed organisation skills

LINE OF REPORTING

The Payroll Officer reports to the Deputy Business Manager.

EXPECTED BEHAVIOURS AND ATTITUDES

1. Fully supportive of the objectives and ethos of Catholic education.
2. Actively promotes the College's Values and Mission.
3. Actively supports a child safety culture.

4. Complies with:
 - Catholic Education WA (CEWA) Policy Statements
 - Ursula Frayne Catholic College Policy Statements
5. Adheres to workplace health and safety procedures and actively contributes to maintaining a safe, healthy and tidy environment.
6. Works collaboratively with all members of the Ursula Frayne Catholic College community.

RESPONSIBILITIES

Key responsibilities include:

- Preparation and submission of fortnightly payroll to Catholic Education WA (CEWA).
 - Preparation and submission of weekly casual relief payroll to CEWA.
 - Review, print and save all payroll reports when notified by CEWA of completion.
 - Recording and reviewing all leave submissions on a weekly basis in line with casual relief payroll.
 - Submission of all Long Service Leave approved requests on MyHR (usually a term ahead).
 - Ensuring compliance with regard to Teacher Registration (TRBWA) and Working with Children Checks (WWC).
 - Notification to staff on a monthly basis if registration is due to expire.
 - Submission of all new hire forms to CEWA for both permanent and casual staff.
 - Maintenance of staff payroll files.
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STATUTORY REQUIREMENTS

- Working with Children Check
- Nationally Coordinated Criminal History Check
- CEWA Mandatory Reporting

STATUS

- The Roman Catholic Archbishop of Perth Non-Teaching Staff Enterprise Bargaining Agreement 2014
- Level 4, depending on experience
- 0.5 FTE | 48 weeks per year | 8.00am-4.00pm | 5 day fortnight
 - Payroll weeks require working days to be Wednesdays, Thursdays and Fridays. Working days on alternate weeks can be negotiated.