



Role Description

Finance Officer - Payroll

Classification:	ES Cat A
Reports to:	Business Manager
Hours / Week:	Full-Time

Vision Statement:

Lavalla Catholic College is a community called to love like Jesus, and educate in the Marist tradition. With 'Strong Minds and Compassionate Hearts' we unite in our purpose to inspire and prepare learners for life in our changing world.

Mission Statement:

Lavalla Catholic College is an inclusive learning community in the Latrobe Valley; where all can flourish in a safe, vibrant and welcoming environment. Together, students staff members and families nurture and celebrate our gifts and talents.

We are inspired by the Catholic faith and embrace the Marist pillars of *Simplicity, Love of Work, In the Way of Mary, Presence and Family Spirit*. In striving to become life-long, independent learners through the acquisition of C21st skills, we understand ourselves as interdependent global citizens taking responsibility to make a difference in our world.

The Finance Officer - Payroll position is responsible for providing payroll and financial support to the Finance Team.

Responsibilities:

The responsibilities of the Payroll & Finance Officer are as follows:

Payroll & Human Resources:

- Administration and processing of fortnightly payroll for up to 190 employees across three campuses;
- Review fortnightly payroll for accuracy and provide interpretation of Multi-Employer Agreement to ensure
- that payroll is prepared and processed accurately;
- Regular liaison with key individuals of the organisation regarding staff employment changes;
- Preparation and lodgment of monthly payroll returns including Superannuation, Union Deductions and Salary Packaging;



- Maintenance of employee details, pay rates and allowances, tax rates and leave entitlements;
- Preparation of payroll reimbursement claims including Long Service Leave, Exam Supervision and Student Teacher Supervision allowances;
- Monthly reconciliation of payroll General Ledger accounts and quarterly calculation, preparation and processing of accrual journals;
- Preparation and processing of end of year payroll requirements; &
- Annual preparation, & monthly monitoring & reporting of annual salary budget.

Finance & Accounting:

- Assist and provide relief to the Finance Officer when required;
- Assist and provide relief to the Accounts Payable Department with Purchase Order approvals, entering creditor invoices and filing when required;
- Preparation and lodgment of Student Conveyance Allowance applications each Term for reimbursement of transport expenses from Department of Education & Early Childhood Development.
- Perform any other duties as required by the Business Manager or any other member of the College Leadership team.

Key Selection Criteria:

The Finance Officer – Payroll position is responsible for providing financial support to the Business Manager.

Required Skills and Attributes:

1. Certificate IV in Accounting;
2. A positive attitude to work;
3. Strong interpersonal and communication skills and the ability to relate to people at all levels;
4. The ability to prioritize workloads;
5. Strong knowledge and experience of payroll processing;
6. Excellent computer skills and a thorough knowledge of Microsoft Office and Synergetic;
7. Discretion and capacity to work in a private and confidential environment;
8. Ability to learn quickly and adapt to change.

Expectations of Staff in a Child Safe School:

Lavalla Catholic College is committed to creating and maintaining a child safe environment in which students feel safe and are safe. It is a Condition of employment for a staff member to be deemed a person suitable to work with children. Lavalla Catholic College has a *Child Safety Code of Conduct* and a *Child Protection Policy*. All staff members of the school are subject to and expected to comply with the *Child Safety Code of Conduct* and a *Child Protection Policy* as amended or varied from time to time.

The *Working with Children Act 2005* (Vic) requires that people who work in a school apply for, and pass, a Working with Children Check (WWC Check). It is a condition of employment at Lavalla Catholic College on passing and maintaining the WWC check.