***Wentworth***

**Serving our community**

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| Finance Officer - Payroll |  |

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| --- | --- |
| **Directorate** | **Finance & Policy** |
| **Location** | **Wentworth** |
| **Classification/Grade/Band** | **ATT2 2A** |
| **Position Code** | **5031** |
| **Date position description approved** |  |

# **Council overview**

The Wentworth Shire Council region is made up of the following towns and irrigation areas; Wentworth, Dareton, Coomealla, Pomona, Mourquong, Monak, Trentham Cliffs, Pooncarie, Buronga, Gol Gol, Ellerslie and Curlwaa. Some of these towns are classified as villages, and the entire population of nearly 8,000 people is spread across approximately 26,000 square kilometres, making our region one of the most sparsely populated rural council areas.

Wentworth Shire Council manages one of the largest road networks in New South Wales (NSW), responsible for maintaining 2139 kilometres of roads, with over 519 km of these sealed.

The Wentworth Shire Council Chambers, main office and works depot, library, town hall and Visitor Information Centre are all located in Wentworth.

# **Council values**

* Honesty and Integrity.
* Accountability and Transparency.
* Respect.
* Quality.
* Commitment.

# **Primary purpose of the position**

The purpose of this position is to provide an efficient and effective payroll service to all employees within the scope of relevant awards, statutory requirements and Council policies and procedures. Tasks undertaken include (but are not limited to);

* Ensure accurate processing of timesheets including calculating higher duties, back pay, and reclassifications.
* Ensure the payroll records are kept up to date and accurate.
* Balance and distribute Payee Advices fortnightly.
* Prepare superannuation remittance advices and remit funds.
* Monitor and maintain leave balances and ensure all staff entitlements are accurate and up to date.
* Prepare statistical reports and information as required by various Government organisations and the annual audit process.
* Preparation of correspondence, calculation and completion of certificate of service and payments requested for previous and new employees transferring leave entitlements between Local Government Councils.
* Balance annual payroll and ensure information accurately recorded in MyGov for employees to access.
* Prepare letter of employment verification and statement of earnings letters as requested by staff.
* Assist managers with advice on payroll matters as required.
* Liaise with Managers and Team Leaders to ensure timesheets are completed in a timely manner and to source additional information if required to process the time sheet
* Audit the payroll process to ensure that Council is meeting its requirements under the relevant awards, statutory requirements and Council policies and procedures
* Assist with the audit functions of other processes within the finance team.
* Provide support and assist in other Council functions as required, particularly in relation to the finance and customer service teams.
* Carry out duties as directed within the scope, skill and competence level of the position and the employee.
* Undertake all identified training requirements associated with the position.

# **Key dimensions**

# **Reports to**

* Manager Finance and Administration

# **Key selection criteria**

ESSENTIAL

* Certificate in Business Administration/Finance or related discipline or demonstrated relevant experience.
* Advanced skills in payroll processing, preparation and data entry.
* Ability to understand and interpret the relevant employment awards and payroll related policies, procedures and legislation.
* Understanding of the objectives of the payroll functions and its role in the longer-term goals of the wider organisation.
* Well-developed computer literacy in particular the Microsoft Office Suite, finance systems and records management.
* Ability to prioritise and manage daily workloads and complete tasks within agreed timelines and standards.
* High level verbal and written communication skills and a well-developed customer service ethic.
* Ability to work well within a team, including flexibility to adapt and support other team members during busy periods.

DESIRABLE

* Experience in a payroll position in a large multi-functional organisation, with Local Government experience highly regarded.
* Current Drivers Licence.

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

| Local Government Capability Framework | | |
| --- | --- | --- |
| **Capability Group** | **Capability Name** | **Level** |
| **Personal attributes** | Manage Self | Adept |
| Display Resilience and Adaptability | Adept |
| **Act with Integrity** | **Advanced** |
| Demonstrate Accountability | Adept |
| **Relationships** | Communicate and Engage | Adept |
| Community and Customer Focus | Adept |
| **Work Collaboratively** | **Advanced** |
| Influence and Negotiate | Adept |
| **Results** | Plan and Prioritise | Adept |
| Think and Solve Problems | Adept |
| Create and Innovate | Adept |
| **Deliver Results** | **Advanced** |
| **Resources** | **Finance** | **Advanced** |
| Assets and Tools | Adept |
| Technology and Information | Adept |
| Procurement and Contracts | Adept |

**Focus capabilities**

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

| Local Government Capability Framework | | |
| --- | --- | --- |
| **Group and Capability** | **Level** | **Behavioural Indicators** |
| **Personal Attributes** Act with Integrity | Advanced | * Models ethical behaviour and reinforces it in others * Represents the organisation in an honest, ethical and professional way and sets examples for others to follow * Promotes integrity, courage and professionalism inside and outside the organisation * Monitors ethical practices, standards and systems and reinforces their use * Proactively addresses ethical and people issues before they magnify. |
| **Relationships** Work Collaboratively | Advanced | * Builds a culture of respect and understanding across the organisation * Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams * Builds co-operation and overcomes barriers to sharing across the organisation * Facilitates opportunities to develop joint solutions with stakeholders across the region and sector * Models inclusiveness and respect for diversity in people, experiences and backgrounds. |
| **Results** Deliver Results | Advanced | * Sets high standards and challenging goals for self and others * Delegates responsibility appropriately and provides support * Defines what success looks like in measurable terms * Uses own professional knowledge and the expertise of other to drive results * Implements and oversees quality assurance practices |
| **Resources** Finance | Advanced | * Ensures the design/delivery of service is within budget * Explains the organisation’s financial drivers to others in plain language * Evaluates strategic business cases including the relative cost benefits of direct provisions or purchase of services * Models the highest standards of financial probity, demonstrating respect for public monies and other resources * Promotes the role of sound financial management and its impact on long term financial sustainability * Seeks and applies specialist financial advice to inform decisions. |