



St Bede's
College

Role Description

Payroll Manager Mentone Campus

St Bede's College is a Catholic school in the Lasallian spirit and tradition. The College is a faith community committed to social justice, especially to those who are *"the lost, the least and the last"*. Our motto is *Per Vias Rectas* (By Right Paths).

This role description is written in light of the Mission and Vision Statements of the College. Our Community is characterised by a strong set of values that underpin the way we live. We enact those values by respecting and honouring our collective heritage while looking with imagination to the future. The College seeks to assist young men to take their place in society, alive with the wisdom of the gospel.

Commitment to Ethos

All staff in the Catholic school have an indispensable role to play in furthering the mission of the Church. It is expected of all employed in a Catholic school that they:

- Accept the Catholic educational philosophy of the school.
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work by their teaching and other work and by personal example, strive to help students to understand, accept and appreciate Catholic teaching and values.
- Avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church Community, in whose name they act.
- Comply with the accreditation policy of the CECV to teach in a Catholic school.

Furthermore, it is expected of all employed at St Bede's College that they accept and support the ethos of the *Lasallian Order* and activities directed at the broader aims of the College.

St Bede's College is a Child Safe School

St Bede's College holds the care, safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our young men and their fundamental right to be respected and nurtured in a safe school environment. This commitment includes regular and appropriate learning opportunities in relation to child safety and young people's protection and wellbeing.

We also commit to listening to, and taking seriously, all concerns voiced by students, staff, parents and caregivers, volunteers, contractors and clergy. We commit to continuously reviewing and improving our systems to protect children from abuse.

Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.

Overview

The Payroll Manager is responsible for overseeing and managing the payroll functions of St Bede's College to ensure accurate and timely processing of employee salaries, wages, deductions and superannuation. They ensure compliance with tax laws, labour regulations, and College policies while maintaining precise payroll records. The role involves managing payroll systems, coordinating with HR and Finance Departments, handling payroll reporting, resolving discrepancies, and ensuring employee queries related to compensation are addressed. Additionally, a Payroll Manager stays updated on regulatory changes, oversees audits, and implements best practices to enhance payroll efficiency and accuracy.

Attributes & Competencies

The Payroll Manager is expected to exhibit the following qualities and competencies:

- A lively and practical support to the Catholic and Lasallian nature of the College.
- A firm belief in, and commitment to, the mission and vision of the College and an ability to articulate and promote these.
- Exhibit ongoing professional growth on a personal level and for the benefits of the College community, including participation in different Lasallian Professional Learning activities that the College offers.
- Honest and compassionate – ability to deal with confidential information in the appropriate manner.
- Innovative thinker who is able to use initiative to provide best outcomes for the College.
- Ability to problem solve with sound judgement when needed.
- Motivated and committed to continuous improvement, to ensure the best service is provided by the College to all stakeholders.
- Demonstrated initiative and advanced thinking in dealing with issues in a decisive, sensitive and consistent manner when they arise.
- Professional and well-developed communication skills, ability to communicate clearly and succinctly with the capability to remain calm under pressure.
- Absolute attention to detail in all tasks undertaken.
- Respectful of all people and able to fosters a positive attitude to change when needed.
- To be highly organised, time management skills are essential for this role.
- Ability to engage with and build positive relationships in a small team.
- High level of professional personal presentation.
- Enthusiastic and highly motivated to contribute.
- Flexibility and ability to operate effectively in a changing environment.
- Working with Children Check for Victoria and National Police Record Check required prior to commencement.

The Role is significant in the administration of the College. The following are important points:

- 1) That because of the nature of the role, confidentiality in all matters is seen as significant.
- 2) While there are the regular office hours it is an expectation from time to time that the nature of the role means that some duties may need to be organised outside of these hours.
- 3) You will be located at Mentone; however, you may be required, on occasions, to attend the Bentleigh East campus.

Specific Duties

The College Payroll Manager is directly responsible to the Director of Finance.

- 1) Preparation of the fortnightly payroll in accordance with the VCEMEA guide and Single Touch Payroll requirements, including contract and salary variations, pro rata holidays, leave loading and position allowance.
- 2) Reconcile superannuation payable and prepare fortnightly payments.
- 3) Process fortnightly payments for amounts salary sacrificed by staff to the various service providers.
- 4) Preparation of monthly and annual reconciliations of the payroll related general ledger accounts.
- 5) Liaise with the College Auditors regarding College interim and end of year audits relevant to payroll matters including preparing the necessary reports for the annual audit.
- 6) At the end of ATO year, reconciling all payroll general ledger accounts prior to running the final Single Touch Payroll Report and forward the end of financial year PAYG file to the ATO to meet reporting requirements.
- 7) Provide the staffing detail for the Annual Declaration of rateable Remuneration - Workcover Insurance to the Director of Finance to ensure its timely remittance.
- 8) Assist the Director of Finance with the preparation of the Annual FBT return.
- 9) Assist the Director of Finance with WGEA reporting.
- 10) Assist the Director of Finance with the Annual Salary Budget.
- 11) Assist in completing mid-year and annual reporting required by the Catholic Education Victoria Network (CEVN).
- 12) Assist with ensuring that online staffing records are up to date and complete, including midyear and annual reporting requirements.
- 13) Oversee the processing of College records on all sick leave/long service leave data via online staffing and provide accurate information for staff when required.
- 14) Process long service leave records, payments and receipts through to the VCEA.
- 15) Maintaining Working with Children's Check Register.
- 16) Process records as required on CECV, SIMON and Synergetic.
- 17) Liaise with the College Banker when needed in respect of transactional, electronic and credit-based banking matters relevant to payroll.
- 18) Support day to day receipting and banking when necessary.
- 19) Assist in identifying new processes and procedures to improve efficiency and implement revised internal controls as agreed.
- 20) Maintain procedures manual and update as necessary.

- 21) Advise the Director of Finance of all concerns regarding payroll, taxation and superannuation matters.
- 22) Provide support and assistance to the Director of Finance and Director of Human Resources in respect of payroll matters as required.
- 23) Undertake other duties as assigned by the Principal, Executive Director of Business Strategy and Operations, Director of Finance or Director of Human Resources as required.

No position description can be entirely comprehensive. The Payroll Manager will be expected to carry out other duties from time to time that are broadly consistent with this position description.

The **Payroll Manager** reports via the Director of Finance to the Executive Director Business Strategy & Operations and to the Principal.

The Payroll Manager is classified as an Education Support Employee Category C (7 weeks leave.) Category A (4 weeks leave) is also an option. Employment is in accordance with terms and conditions outlined in the Victorian Catholic Education Multi-Employer Agreement (VCEMEA 2022.) Remuneration is in accordance with the VCEMEA 2022 and dependent on skills and experience.