

# Payroll and Finance Officer

Position Title:	Payroll and Finance Officer
Job Reference:	230701
Reports To:	Finance Manager
Nature of Employment:	Ongoing, 1.0 FTE (48 weeks per year)
Commencement Date:	ASAP by negotiation

## College Overview

Emmaus Christian College is an independent, non-denominational Christian school. We provide high quality Christian education to children and young people who are from Christian families that are actively involved in their local church and other families who fully support the involvement of their children in the Christian teaching, life and expression of the school.

Emmaus Christian College is one school, two campuses. The Brooklyn Park Campus caters for ELC to Year 6. The South Plympton Campus caters for Foundation to Year 12.

Both campuses offer a seamless pathway to Year 12 where children who have been offered a Foundation to Year 6 position at Brooklyn Park, have at the end of Year 6, a guaranteed entry into Year 7 at the South Plympton campus.

At Emmaus Christian College we want our students to:

- **Belong** – to know others and be known
- **Flourish** – to discover and grow into who they are in Christ
- **Think** – to build their knowledge, apply their skills and discern the truth
- **Respond** – to respond to the call of God in their lives

## Key Purpose

The Payroll & Finance Officer provides support to the College through the fortnightly processing of payroll, handling of payroll-related matters and general support to the broader Finance Team as required.

## Key Responsibilities

### Payroll:

- Efficiently process fortnightly pay runs for staff across both campuses
- Coordinate timesheet approval process
- Calculate leave adjustments, termination benefits and manage step increases in accordance with the relevant Award
- Create and maintain staff personnel files in payroll system (MAZE) and QuickSuper
- Prepare and run payroll reports as required including PAYG and superannuation reports for payment
- Coordinate maternity leave payments and Centrelink-related payroll matters



- Update staff information for WorkCover remittance and insurance purposes and process as required
- Liaise with relevant internal and external stakeholders within the College, such as Human Resources, Heads of School and other key stakeholders to achieve required outcomes
- Respond to internal queries from staff members in a timely manner
- Collaborate with the Head of Business Services for annual submissions at end of financial year
- Coordinate payroll system rollover for the new financial year including necessary adjustments and updates

### **Accounts Payable/Finance:**

- Prepare the daily bank reconciliation and reconcile at each month end
- Provide general support to the broader Finance Team as required, including:
  - Code and process approved creditor invoices and statements in MAZE, matching goods received to delivery notes and purchase orders, general ledger coding and GST treatment
  - Preparation of purchase orders
  - Reconciliation of monthly credit card statements
  - Preparation of weekly EFT and cheque runs
  - Record and manage the filing of audit reports
  - Prepare and reconcile petty cash reimbursements
  - Assist with general ledger reconciliations
  - Any other reasonable duties as directed by the Head of Business Services

## **Working Relationships**

Reports to the Finance Manager and will work closely with other administrative and teaching staff.

## **College Expectations**

All staff are expected to:

- Be a committed Christian with a strong passion for Biblically-based Christian education
- Contribute to the efficient and effective functioning of the team to meet College objectives by demonstrating appropriate and professional workplace behaviours, providing assistance to team members as required and undertaking other key responsibilities or activities as directed by the Principal or Line Manager
- Perform their responsibilities in a manner which reflects and responds to continuous improvement
- Support the policies and expectations of the College

## Selection Criteria

- Be a committed Christian with a strong passion for Biblically-based Christian education
- Demonstrated experience in payroll management including knowledge of payroll and taxation legislation
- Excellent organisational, prioritisation and time management skills, and strong attention to detail
- Ability to work confidentially, with tact and discretion
- Strong interpersonal skills and an ability to successfully communicate with people at all levels, both internal and external to the College
- Sound analytical skills with an ability to identify and solve problems
- Proficiency in Microsoft Office suite
- Experience in an education setting would be advantageous
- Valid Working with Children Check

## Submitting Your Application

Closing Date: 9:00am, Monday 21 August 2023

Applicants should provide:

1. A written application that addresses the selection criteria outlined in the position description.
2. Curriculum Vitae which provides full personal details, qualifications, previous employment and experience.
3. A completed [‘Application for Non-Teaching Position Form’](#).

Application submissions must be sent to [recruitment@emmauscc.sa.edu.au](mailto:recruitment@emmauscc.sa.edu.au) and include all three documents to be considered. In the subject line of your email, please state the Job ID 230701.

For further information about this position, please contact Human Resources on 8292 3888 or email [recruitment@emmauscc.sa.edu.au](mailto:recruitment@emmauscc.sa.edu.au)