

# Position Description



## Payroll Officer

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### Role Summary

Role Title:	Payroll Officer
Department	Finance
Location:	Perth
Reporting to (Position Title):	Payroll Manager
Direct Report:	None

### 1. Role Purpose

The Payroll Officer works within the Finance Department and reports to the Payroll Manager. The primary purpose of this position is to manage on a day-to-day basis the payrolls for PHI International New Zealand and overseas operations, PHI International Australia, and PHI International Singapore.

### 2. Key Deliverables, Duties and Responsibilities

All payrolls – to manage all payrolls, involving:

- Master file management
- Payroll inputs, processing and review of the payroll prior to authorisation
- Payroll record keeping
- Answering queries from staff as required
- Accurate preparation of individual anniversary/agreement anniversary/CPI update remuneration schedules as per Collective/Enterprise Agreements
- Ensuring correct deduction and remittance of New Zealand, Australian and Overseas Taxes and other deductions such as Superannuation
- Preparation and filing of monthly, quarterly and annual reports for New Zealand, Australia and overseas tax authorities
- Provide accurate and timely payroll information to others in the Finance team for rebilling, budgeting and other reporting and FBT purposes
- Maintain Salary Sacrifice documentation for Australia and administer any changes to existing Salary Sacrifice arrangements
- Reporting to Managers and the Executive on key payroll metrics such as annual leave balances and overtime, and any ad hoc payroll reporting as directed
- Preparation of payroll journals including leave accruals
- Administration of the payroll processing systems Datacom NZ and Datacom Australia (including Direct Access) and MYOB Exo, including correct annual updates for tax and payroll legislation
- Provide interim and annual information to the auditors
- Statistics Returns
- Administer reimbursement of Australian employee's expenses and payment of allowances
- Ensure that adequate back up for all payrolls is maintained by ensuring on-going training of back up staff and the maintenance of payroll manuals
- Work alongside Human Resources to facilitate robust HR/Payroll process.
- Ensure all documents are correctly approved and signed off following internal protocols
- Fulfil other tasks as directed by the Payroll Manager or Chief Financial Officer (International) from time to time

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### 3. Safety Accountabilities

- Report any hazards or occurrences and stop any unsafe work.
- Participate in safety activities and meetings.
- Comply with all company policies and procedures.
- Be familiar with the Integrated Management System and its associated manuals such as the SMS Manual, HSE Manual and the Quality Manual.
- Have working knowledge of the Safety Case and Hazard / Risk Management Process.
- Maintain Controls that are described in the Safety Case and the Risk Module software application for which this position is responsible for.

### 4. Experience and Qualifications Required

- Minimum of 5 years' experience in a similar corporate role
- Experience with payroll issues relating to Collective/Enterprise Agreements
- A thorough knowledge of payroll legislation for New Zealand and/or Australia, other overseas payroll experience would be desirable but not essential

### 5. Knowledge, Skills and Attributes

- Very high attention to detail
- Ability to understand complex employment agreements
- Have a high level of numeracy skills
- Have a thorough understanding of end-to-end payroll processes
- Understand the complexity of working with multiple currency
- High level of interpersonal and communication skills
- Sound computing skills, particularly experience using Microsoft Excel and Datacom/other payroll software
- Motivated team player
- Have a continuous improvement mentality
- Sound time management skills

### 6. Core Values

#### **Safe, Efficient, Quality, Service**

*Core values are the principles that continue to define the company culture and guide daily interaction and decision making. Each employee has a personal responsibility to recognize the behaviours that support these principles and put them into daily practice.*

### 7. Incumbent Details & Approvals

Incumbent Name:	Manager Name:
Signature:	Signature:
Date:	Date: