

## Position Description

<b>POSITION</b>	Payroll Specialist		
<b>REPORTS TO</b>	Financial Controller	<b>DIRECT REPORTS</b>	NIL
<b>KEY STAKEHOLDERS</b>	<b>Internal:</b> <ul style="list-style-type: none"> <li>▪ Finance Team</li> <li>▪ Reflections Employees</li> <li>▪ HR Team</li> <li>▪ Park Operations (inc. Regional and Park Managers)</li> <li>▪ Steer Co and Leadership Team</li> </ul>		<b>External:</b> <ul style="list-style-type: none"> <li>▪ Auditors</li> <li>▪ Compliance Authorities</li> <li>▪ HRIS Vendor</li> </ul>
<b>PURPOSE</b>	<p>The Payroll Specialist ensures accurate and timely payroll processing, providing expert guidance and analysis to support informed decision-making. They organise and manage payroll information, ensuring compliance with all regulations and company policies.</p> <p>Through their expertise and attention to detail, they help drive operational excellence and support a smooth employee experience.</p>		
<b>BUSINESS DRIVERS</b>	<p><b><i>The key inputs and activities of a Payroll Specialist that drive results of Reflections Holidays.</i></b></p> <ol style="list-style-type: none"> <li>1. <b><i>Technical Expert</i></b> - Provides expert advice to others within the organisation based on knowledge gained from professional training or work experience.</li> <li>2. <b><i>Analyst</i></b> – Draws conclusions and makes recommendations based on qualitative or quantitative data.</li> <li>3. <b><i>Information Coordinator</i></b> – Organises information into correspondence, minutes, or forms; prepares information for dissemination to others; organises and stores information; responds to requests for currently available information.</li> <li>4. <b><i>Regulation and Policy Champion</i></b> - Ensures that others follow the rules, guidelines, and regulations.</li> </ol>		
<b>COMPETENCIES</b>	<p><b>Business Acumen:</b></p> <ul style="list-style-type: none"> <li>• <b><i>Decision Making</i></b> <ul style="list-style-type: none"> <li>• Identifying and understanding problems and opportunities by gathering, analysing, and interpreting quantitative and qualitative information;</li> <li>• Choosing the best course of action by establishing clear decision criteria, generating and evaluating alternatives; and</li> </ul> </li> </ul>		

- Making timely decisions; taking action that is consistent with available facts and constraints and optimises probable consequences.
- **Managing Work** - Effectively managing one's time and resources to ensure that work is completed efficiently.
- **Monitoring Information** - Setting up ongoing procedures to collect and review information needed to manage an organisation or ongoing activities within it.

**Interpersonal Effectiveness:**

- **Building Partnerships** - Developing and leveraging relationships within and across work groups to achieve results.
- **Coaching** - Engaging an individual in developing and committing to an action plan that targets specific behaviours, skills, or knowledge needed to ensure performance improvement or prepare for success in new responsibilities.
- **Collaborating** - Working cooperatively with others to help a team or work group achieve its goals.
- **Earning Trust** –
  - Gaining others' confidence by acting with integrity and following through on commitments while disclosing own positions; and
  - Treating others and their ideas with respect and supporting them in the face of challenges.
- **Influencing** - Using effective involvement and persuasion strategies to gain acceptance of ideas and commitment to actions that support specific work outcomes.

**KEY RESPONSIBILITIES**

The Payroll Specialist is responsible for managing and coordinating all payroll functions within Reflections. This includes processing employee salaries, wages, deductions, and benefits accurately and on time.

The Payroll Specialist ensures compliance with relevant legislation, maintains accurate payroll records, and addresses any payroll-related inquiries from employees.

This position shares responsibility for the provision of general advice on employment conditions relative to industrial instruments, workers compensation payments and other payments (e.g. government parental leave).

1. **Payroll Processing:** Manage the end-to-end payroll process, including data input, calculations, and processing of payroll for all employees on a timely basis (e.g., weekly, bi-weekly, or monthly).

**SELECTION CRITERIA**

2. **Compliance:** Ensure compliance with all relevant federal, state, and local payroll laws, tax regulations, and reporting requirements.
3. **Benefits Administration:** Oversee the administration of employee salary packaging benefits (outsourced through Maxxia).
4. **Record Keeping:** Maintain accurate and up-to-date payroll records, including employee information, hours worked, deductions, and tax withholdings.
5. **Problem Resolution:** Address and resolve payroll-related inquiries and issues from employees and management promptly and professionally.
6. **Reporting:** Prepare and distribute payroll reports, including summaries of earnings, taxes, and deductions, as required by management or government agencies.
7. **Systems and Process Improvement:** Continuously evaluate and improve payroll processes and systems to enhance efficiency and accuracy. Liaise with System vendors to ensure efficiency and accuracy.
8. **Audits:** Assist in internal and external audits related to payroll and collaborate with auditors as needed.
9. **Collaboration:** Work closely with HR, finance, and other departments to ensure accurate and consistent information flow and compliance.

**Essential:**

1. **Education:** tertiary qualifications (TAFE or Uni) in business administration, human resources, or a related field is preferred.
2. **Payroll Experience:** Extensive experience in payroll management, processing for 200+ employees, and administration is essential. Candidates must have at least 5-7 years of hands-on experience in managing end-to-end payroll functions.
3. **Payroll Regulations:** A detailed understanding of Australian and NSW payroll regulations, tax laws, Superannuation requirements, and relevant employment legislation is crucial.
4. **Payroll Software Proficiency:** Proficiency in using payroll software and HRIS platforms is important. Experience with popular mid-tier payroll system(s) is highly desirable.
5. **Analytical Skills:** Strong analytical skills to review payroll data, identify discrepancies, and resolve payroll-related issues effectively. Proficiency with Microsoft excel to undertake analysis and prepare work papers, examples include calculation of back pays, termination pays or leave balance projections.

	<p>6. <b>Communication Skills:</b> Excellent communication skills, both written and verbal, are crucial for interacting with employees, management, and external stakeholders regarding payroll matters.</p>
<b>REFLECTIONS HOLIDAYS VALUES</b>	<i><b>How our company values apply to all employees</b></i>
<b>GROW TOGETHER</b>	<p>When we work as a team, everyone benefits.</p> <p>We grow when our people, our places and communities are at their best – teamwork helps us all grow and learn.</p>
<b>SAY IT, DO IT</b>	<p>We deliver on our promises – we are all as good as our word. We are solutions focused.</p>
<b>MAKE A DIFFERENCE</b>	<p>In partnership with others, we achieve better outcomes.</p> <p>We believe everyone can make a difference in the lives of people, places, and our planet.</p>
<b>CARE DEEPLY</b>	<p>We are genuine and demonstrate care for our customer, our communities, our people, and our world. We deliver to a high standard.</p>
<b>ACKNOWLEDGEMENT:</b>	
<p>I acknowledge that I have read and understood the duties and responsibilities as listed in this position description and have been provided a copy for my reference.</p>	
<b>SIGNATURE:</b>	
<b>DATE:</b>	