



Applicant Information

PAYROLL OFFICER (FULL-TIME) — 1.0 FTE



Swan Christian
EDUCATION ASSOCIATION

scea.wa.edu.au

ABOUT SCEA

Swan Christian Education Association (SCEA) desires to be a thriving system of interdependent Christian schools in Australia that are inspired by the mission initiated by Jesus Christ to equip and empower those we serve to experience life in all of its fullness.

Our mission is to empower and equip children and young people to flourish in life, by welcoming them into our schools that are shaped by Christian faith and values.

For nearly forty years SCEA has been a part of the Christian educational community of Perth since its humble beginnings in Midland in 1982. Today, Swan Christian Education Association (SCEA) is a not-for-profit association with over 4,000 students, more than 700 staff and seven schools across the Perth metropolitan area.

THE HR TEAM

The Payroll Officer is part of the HR Team at SCEA. The HR Team's goal is to deliver a high and consistent standard of service to our schools and employees. This includes ensuring that employees are paid correctly and on time, as well as overseeing employee record keeping, workers compensation, advertising/recruitment, staff development, industrial relations and HR policies and procedures. The team also manages Employee Self Service (ESS), a web-based platform that allows staff to access their payroll and leave information and maintains their personal details; and Big Red Sky, our recruitment software package.

THE ROLE

This position plays a supporting role with the overall purpose to provide a consistent, effective and timely end-to-end payroll service for SCEA staff across our seven schools and the SCEA Office. This position involves the application of knowledge and a broad range of skills relating to the the Payroll functions at the SCEA Office. A higher level of autonomy with the ability to plan and schedule tasks will be necessary. This position is full-time (FTE 1.0). The position reports to the Chief Human Resources Officer (CHRO) with some day-to-day supervision by the Senior Payroll and Systems Officer.

QUALIFICATIONS

Relevant TAFE/Tertiary qualifications and prior relevant experience is required.

COMPETENCY

Competency involves the application of knowledge in the area of payroll service and demonstrable capacity in a broad range of administrative skills. There will be a level of complexity in relation to the tasks that are undertaken, for example assisting with the running of the payroll process. Discretion, initiative and judgement are required. Some design and planning of tasks are required.



THE JOB DESCRIPTION

While these may change with specific circumstances, at this particular time they include the following:

- To be able to run the payroll process in the absence of the other team members.
- To actively maintain employee records relating to leave entitlements and recording of all leave taken: personal leave, annual leave and long service leave, under the direction of the Senior Payroll and Systems Officer.
- To assist in ensuring all other employee records are up to date.
- To assist the Senior Payroll and Systems Officer by conducting regular system audits regarding employee records on PayGlobal and Big Red Sky.
- To assist with data entry relating to new employees, timesheets and employment variations.
- To be one of the contacts for pay-related queries from employees and to liaise with employees as needed regarding payroll issues.
- To produce reports as required relating to payroll and entitlements.
- To ensure the highest level of confidentiality in the use of records.
- To professionally represent the Association through personal presentation, telephone manner and customer service.
- To work within Association policy and liaise with the appropriate people in the SCEA Office and the seven schools.
- To participate in professional development and demonstrate the benefits of all training/learning opportunities.

OUR SELECTION CRITERIA

Essential (short written response):

- Have a personal commitment to the Lord Jesus Christ and be an active member of a Christian Church.
- To accept the Association's Statement of Faith, Code of Conduct, Foundational Statements of Belief and Educational Objectives and be living a lifestyle consistent with these statements
- To possess relevant TAFE qualifications
- To demonstrate experience and skills in contemporary payroll processing including Single Touch Payroll (STP) reporting requirements.
- To demonstrate strong attention to detail, numeracy and analytical skills.
- To demonstrate an understanding and application of Awards and Enterprise Agreements.
- To have strong technical skills in computing, especially in relation to
- Microsoft Excel and Word.
- To have strong technical skills in relation to a payroll system

Desirable (short written response):

- Experience with PayGlobal Payroll software.
- Experience working in a Christian education environment.



WHAT WE CAN OFFER YOU

- Additional Leave entitlements: 4 weeks plus 3 days over Christmas/New Year.
- A competitive salary: Level 4 as per the SCEA Support Staff Enterprise Agreement.
- Salary Packaging.
- Free onsite parking.
- Employee Assistance Program.
- Income Protection Cover – subject to continued inclusion in the Enterprise Agreement.

SELECTION PROCESS

Your online application should consist of:

- A covering letter addressing the Essential Criteria 1 and 2 (above) and a brief statement outlining the competencies the applicant would bring to the role and their reason for applying.
- Resume or Curriculum Vitae, and
- Copies of all qualifications
- Copies of WWC Card, Department of Education Police Clearance (or willingness to apply for one).

For any further queries, please contact the CHRO by emailing hr@scea.wa.edu.au, or by phone 08 9374 5414.

