ECCQ wholly owns and operates Diversicare and Berlasco Court

ROLE STATEMENT

Role Title:	Payroll Officer
Department:	Finance
Location:	Brisbane
Reports to:	CFO

About ECCQ

Established in 1976, ECCQ has a long and proud history of leading and contributing to the development of Queensland as a successful multicultural society. ECCQ's focus is supporting and advocating for the needs, interests and contributions of culturally and linguistically diverse communities in Queensland and providing culturally inclusive health services, information and education. We believe that everyone, irrespective of their background, should be able to participate in and contribute to all aspects of Australian life.

ECCQ is supporting Queensland's growth into an inclusive and harmonious community – for everyone to enjoy and participate in. ECCQ continues to be the reference point for ethnic community representation in Queensland.

ECCQ wholly owns and operates, Diversicare – which has been the industry leader in providing culturally inclusive community based and in-home care, and Berlasco Court Caring Centre, the only recognized residential care provider in Queensland that focuses on cultural inclusiveness.

Purpose of Role

The Payroll Officer is responsible for the end to end Payroll function, working with the finance team, the Payroll Officer is specifically accountable for processing payroll, remitting payroll taxes and government reporting as well as preparing monthly, quarterly and year-end payroll statements. The Payroll Officer will ensure compliance with government regulations, establishing and implementing policies on matters such as payroll advancements to employees and the hiring, training and supervision of payroll staff.

Key Relationships

Internal	○ Finance Team ○ Employee Relations Manager ○ Community Services Manager ○ Berlasco Court Facility Manager ○ ECCQ program managers
External	○ External stakeholders ○ Various clients ○ Individuals' and organisations that associate with ECCQ

Key Accountabilities	Expected Outcomes
1. Payroll • Process the fortnightly Payroll for 250+ employee's including getting it checked by the Finance and final release of funds by the CFO. • Process and maintain the data entered into Care Systems on a day-to-day basis. • Accurate data entry including new-starter set-up, superannuation fund set-up, Fringe Benefit setup, allowance and deduction set-up. • Preparation of termination calculations and payments. • Adhoc and standard Payroll Reporting including end of month and end of financial year. • Reconciling all payroll data. • Answering employee queries in a prompt and accurate manner. • Filing all paperwork after each Pay Run. • Interpret payroll legislation and Awards.	○ Positive feedback from line manager ○ Positive feedback from those you interact with, that they are well supported and that you able to resolve their queries
2. Contribution to ECCQ culture • Operate collaboratively as part of a team, working towards wider reached community outcomes and success. • A high standard of professional communication and continuous improvement is maintained.	○ Valuing people's differences results in internal and external stakeholders being treated with respect and without discrimination. ○ The values of honesty and integrity are upheld and the aims and values of ECCQ are promoted**.**
3. Team contribution • Contribute to the team and in wider organisation based activities. • Provide support and assistance in undertaking tasks as required which contributes to the success of the overall organisation.	○ Positive feedback from those you interact with, that they are well supported and that you contribute to a 'one team' culture across all areas of ECCQ. ○ Provide back up to other team members as required.

Qualifications

- *Previous experience in Payroll*
- *Previous experience within the Aged Care Sector*
- *Proficient in relevant computer software – Care Systems*
- *Knowledge of regulatory standards and compliance requirements*

Competency	Definition
Written communication	Expressing ideas clearly in any written format (memo, email, letter) that have the appropriate organization and structure. This includes knowledge of: • Experience in a medium to large organisation/s • Experience working with Care Systems Payroll system • Proven knowledge in Excel • Experience in the Aged Care Sector • Office administration and procedures • Regulatory standards and compliance requirements
Collaboration	Working effectively with others in the organisation outside the line of formal authority (such as peers in other departments or senior management) to accomplish organisational goals and to identify and resolve problems.
Motivational "fit"	The extent to which job activities and responsibilities, ECCQ's beliefs and values, including having a commitment to the community are consistent with the type of environment that provides personal satisfaction and growth in the degree to which the work itself is personally satisfying and meets the organisational environment of ECCQ.
Oral communication	Presenting ideas effectively to individuals or groups when given time for preparation (including nonverbal communication and use of visual aides); targeting presentations to the characteristics and needs of the audience.
Teamwork (cooperation)	Active participation in, and facilitation of, team effectiveness; taking actions that demonstrate consideration for the feelings and needs of others; being aware of the effect of one's behaviour on others.
Analysis (problem identification)	Securing relevant information and identifying key issues and relationships from a base of information; relating and comparing data from different sources; identifying cause-effect relationships.
Attention to detail	Accomplishing tasks through concern for all areas involved, no matter how small, showing concern for all aspects of the job; accurately checking processes and tasks; maintaining watchfulness over a period of time.
Initiative	Asserting one's influence over events to achieve goals; self-starting rather than accepting passively, taking action to achieve goals beyond what is required, being proactive.

Additional Requirements
ECCQ QLD requires that the incumbent to be: 1. able to subscribe to the aims, beliefs and working principles of ECCQ 2. able to show strong community focused character, valuing of people in general and marginalised people in particular 3. a respected member of the community 4. willing to work under ECCQ's Employee Code of Conduct

Developed by	CFO & Employee Relations Manager
Checked by	Employee Relations Manager
Approved By	CEO
Effective Date	February 2021