



MSF Sugar Pty Ltd is an integrated grower, processor, marketer and exporter of raw sugar. We are Australia's largest sugarcane farmer, second largest raw sugar exporter and third largest miller. MSF Sugar has a 124 year heritage in Australia and a future which centres on being an efficient, reliable, high quality supplier of sugar to international markets.

### ***Group Payroll Officer*** ***Shared Services***

Applications are invited for the position of Group Payroll Officer to join the MSF Sugar team. This is a fulltime, salary position, located at our Corporate Office in Gordonvale, which is approximately 20km south of Cairns.

This role is responsible for the timely and accurate processing and reporting of payroll for salary and wages employees at MSF Sugar mills and farms, in accordance with enterprise bargaining agreements, awards, legislation and company policies. A key function of this role includes leading improvements to business processes and the implementation of SAP payroll and HR systems.

This role would suit a professional, methodical and organised individual with attention to detail and excellent communication skills. Previous experience in payroll within a large organisation is essential. Experience with SAP payroll systems, implementation of new computer applications or other accounting and financial transaction experience would be highly regarded.

MSF Sugar offers a supportive and positive team environment. This is an exciting opportunity to be part of a major player in Australian agribusiness.

Applicants may be required to undergo pre-employment medical and drug and alcohol testing.

Further information can be found on our website or by contacting:

**Rachel O'Sullivan – Shared Services Manager**

Phone: 0417 703 668

Email: [rachelo'sullivan@msfsugar.com.au](mailto:rachelo'sullivan@msfsugar.com.au)

To apply, click 'Apply for this job' via SEEK.

Applications close on **7<sup>th</sup> March 2019**.

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>Group Payroll and Finance Officer</b>
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### POSITION AUTHORISATION

<b>INCUMBENT:</b>	Name	..... (Signature)	..... (Date)
<b>PREPARED BY:</b>	Shared Services Manager	..... (Signature)	..... (Date)
<b>APPROVED BY:</b>	Chief Financial Officer	..... (Signature)	..... (Date)

### POSITION DEMOGRAPHICS

<b>Business Group/Division:</b>	Finance, Administration and Treasury
<b>Reports Directly to:</b>	Shared Services Manager
<b>Reports Indirectly to:</b>	Chief Financial Officer
<b>Subordinates:</b>	No subordinates
<b>Team Membership:</b>	Shared Services
<b>Work Site:</b>	MSF Sugar Corporate Office at Mulgrave Mill
<b>Job Status:</b>	Permanent Full time
<b>Qualifications/Experience:</b>	A minimum of 5 years' experience in payroll processing. Demonstrated ability to interpret and apply EBA and industrial award conditions with a strong understanding of employment legislation including superannuation and taxation. Previous report writing and reconciliation experience.

### POSITION PURPOSE

The Group Payroll and Finance Officer, as part of the payroll team, is responsible for all functions associated with the preparation, completion, reconciliation and reporting of payroll for wage and salary employees at MSF Sugar. This role will responsible for allocated payroll functions, and will support other payroll officers as required to complete functions within their responsibility.

The position is responsible for preparing reports to enable MSF Sugar to meet employment statutory compliance obligations and for designing, preparing and analysing reports to assist in the management of labour costs.

This role provides assistance to all payroll officers for EBA interpretation, end of year and end of month processes seasonal on boarding and off boarding, termination payments and other miscellaneous payments.

As part of the wider Shared Services team this role is responsible for providing support to Accounts Payable, Accounts Receivable and Cane Pay as required, including data entry, preparation of spreadsheets for data entry, reporting and reconciliation, and conducting internal control checks.

This position will assist in administration functions to support the Shared Services and Corporate teams.

This role is actively involved in continuous improvement and ensuring good governance and internal controls are in place.

### **AUTHORITY TO ACT**

In accordance with the company Delegations of Authority policy.

### **KEY RELATIONSHIPS** **(Internal & External)**

The Group Payroll and Finance Officer is part of the Shared Services team and works closely with the Human Resources team, operational teams and the Corporate team.

The key relationships will be with the following:

- Payroll Officers
- Assistant Accountant
- Systems Accountant
- Human Resource Advisor
- Accounts Payable Officers
- Cane Pay Officers
- Operations and Maintenance Supervisors
- Business Improvement Manager
- General Manager Operational Excellence

Additional relationships

- Company Accountant
- Mill employees
- Auditors

### **KEY RESULT AREAS**

<b>Areas</b>	<b>Elements</b>
<b>Safety</b>	Participate in safety discussions, training and initiatives.
<b>Payroll (Processing, Record Keeping and Reporting)</b>	Understand and apply enterprise bargaining agreements, awards, legislative conditions and company policies and procedures Efficient and accurate processing of all payroll transactions including those

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	<p>related to timesheets, salaries, leave, bonuses, annual increases, terminations, on boarding, reclassification, and back pay.</p> <p>Timely and accurate end of year processing, including payment summaries</p> <p>Prepare reconciliations and reports including for the end of period, end of year and for superannuation funds, employee deductions and government agencies.</p> <p>Research &amp; resolve payroll queries and discrepancies.</p> <p>Design, preparation, analysis and distribution of wage related information.</p> <p>Maintain payroll system and HR filing.</p>
<b>Accounts Payable / Cane Pay</b>	Provide support to Accounts Payable for processing of invoices and payment runs and Cane Pay for checking and administration.
<b>Internal Controls and Governance</b>	Complete checking and governance functions for Payroll, Accounts Payable and Accounts Receivable.
<b>Administration</b>	Complete administration tasks as required to support the Shared Services and Corporate teams.
<b>Customer Satisfaction</b>	<p>Maintain regular contact with all departments to facilitate sharing of information.</p> <p>Timely and professional attention to customer queries.</p> <p>Reporting and monitoring of team KPIs.</p> <p>Provide assistance to Shared Services and Human Resources teams as required.</p>
<b>Continuous Improvement</b>	<p>Apply continuous improvement principles to improve processes.</p> <p>Implementation of new technology, including review, scope, design, execution and training.</p> <p>Train others in the use of new technology.</p> <p>Participate in continuous improvement initiatives.</p>

## SKILL REQUIREMENT

Areas	Elements
<b>Enabling Skills</b>	<p>Keyboard skills</p> <p>Microsoft Word, Excel, Outlook operation</p> <p>Payroll Software operation</p> <p>Administration skills</p>
<b>Essential Skills</b>	<p>High proficiency in payroll principles, practices, regulations and procedures</p> <p>Proficiency in human resource and accounting practices and principles</p> <p>Compliance with legislation - policies and procedures.</p> <p>Report writing within payroll software</p> <p>Reconciliation</p> <p>Attention to detail</p> <p>Excellent communication and interpersonal skills</p> <p>Work collaboratively and effectively in a team, informal team leadership</p> <p>Ability to enlist co-operation</p>

	High levels of integrity, confidentiality and professionalism Problem solving - investigation, analysis and decisiveness Plan organised and methodical approach Ability to prioritise competing tasks and manage time effectively Excellent numeracy and literacy High degree of reliability High degree of initiative Ability to work under minimal supervision Ability to work under pressure Flexibility to meet work demands during peak periods
<b>Desirable Skills</b>	Handle conflict Proficiency in Technology 1 or SAP payroll systems

## **GENERAL**

This document outlines the unique characteristics of this position as a guide to role, scope and responsibilities of the position and skills required of the position incumbent.

In addition to these responsibilities the incumbent is an employee of MSF Sugar and as such is accountable to the code of employee behaviour (Code of Conduct) defined by management and related to the company ten overarching policy statements.

Furthermore the incumbent's role is not limited to the areas defined but subject to the organization's needs, may be varied from time to time consistent with the incumbent's training and skills.

Finally, this document serves primarily to make clear to the incumbent the areas of organization activity for which the incumbent has sole or team member responsibility. Standards within which tasks are to be performed, performance is measured and targets are set for improvement will be covered under performance review and continuous improvement processes.