



## Payroll Officer – Shared Services

Applications are invited for the position of Payroll Officer to join the MSF Sugar Shared Services team.

This is a full-time, permanent position, located at our South Johnstone Mill office, which is approximately 20km south of Innisfail.

The Shared Services team is responsible for the timely and accurate processing and reporting of payroll for MSF Sugar employees at the South Johnstone, Mulgrave, Tableland and Maryborough Mills, our corporate office and our farming regions. This role will process payroll, from timesheets and electronic data, in accordance with the relevant enterprise bargaining agreements, awards, legislation and company policies. This role prepares compliance and analytical reports and liaises with supervisors and managers.

To be successful in this role you will need to demonstrate the following skills and attributes:

- Impeccable confidentiality
- Accuracy and attention to detail
- Ability to interpret awards, enterprise bargaining agreements and legislation
- Knowledge of PAYG taxation, Superannuation and contemporary HR practices
- Excellent communication and interpersonal skills
- Ability to learn quickly, problem solve and adapt to new work processes and environments
- Ability to work in a team environment
- Ability to provide exceptional customer service, including to remote internal customers
- Experience with SAP payroll system
- Experience in payroll within a large organisation, working with multiple EBAs or awards

This role would suit a reliable, self-motivated and organised individual who enjoys working in a team environment and achieving team goals.

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 will be required to undergo pre-employment drug and alcohol testing.

Further information can be found on our website - [www.msfsugar.com.au/careers](http://www.msfsugar.com.au/careers)

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

Applications close on **Monday 26 October 2020**.



**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	<b>Payroll Officer – Shared Services</b>
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**POSITION AUTHORISATION**

<b>INCUMBENT:</b>		..... (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 Payroll Team Shared Services team
<b>Work Site:</b>	MSF Sugar Corporate Office at South Johnstone Mill office or other location as agreed
<b>Job Status:</b>	Full time
<b>Qualifications/Experience:</b>	A minimum of 3 years' experience in payroll processing with a demonstrated ability to interpret and apply EBAs and industrial awards and a solid understanding of employment legislation including superannuation and taxation.

**POSITION PURPOSE**

The Payroll Officer, as part of the Shared Services 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 be assigned responsibility for certain payroll functions and will support other payroll officers as required to complete all functions within the team's responsibility.

This position provides accurate and timely processing of payroll in accordance with enterprise bargaining agreements, awards, legislation and company policies, procedures and work practices. Time information is processed from paper and electronic sources.

The position is responsible for preparing information to enable MSF Sugar to meet employment statutory compliance obligations and for designing, preparing and analysing reports to assist operational and financial management.

The payroll officer, being an expert in payroll data, processes and the employment legal environment, provides support to the business in resolving queries from employees, operational management, business analysts and human resources.

The payroll team experiences a peak in activity, particularly in the periods associated with the beginning and end of the crushing season.

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

The payroll officer position forms part of the wider Shared Services team and provides support to other roles as required.

### **AUTHORITY TO ACT**

In accordance with the company Delegations of Authority policy.

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

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

The key relationships will be with the following:

- Group Payroll & Finance Officer
- Other Payroll Officers
- Human Resources Administration
- Human Resources Advisor
- Human Resources Manager
- Mill Managers, Operations and Maintenance Supervisors

Additional relationships

- Accounts Payable Officers
- Cane Pay Officers
- Systems Accountant
- Company Accountant
- Business Analysts
- 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>	<p>Understand and apply enterprise bargaining agreements, awards, legislative conditions and company policies and procedures.</p> <p>Efficient and accurate processing of all payroll transactions including those related to timesheets, salaries, leave, bonuses, annual increases, terminations, on boarding, reclassification, and back pay.</p> <p>Timely and accurate end of year processing.</p> <p>Prepare reconciliations and reports including for the end of period, end of year and for superannuation funds, Single Touch Payroll, employee deductions and reports for government agencies.</p> <p>Research &amp; resolve payroll queries and discrepancies.</p> <p>Design, preparation, analysis and distribution of payroll related information.</p> <p>Maintain payroll system and HR filing.</p>
<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**

<b>Areas</b>	<b>Elements</b>
<b>Enabling Skills</b>	<p>Keyboard skills</p> <p>Microsoft Word, Excel, Teams, Outlook operation</p> <p>Payroll Software operation</p> <p>Basic report writing within payroll software</p>
<b>Essential Skills</b>	<p>High proficiency in payroll principles, practices, regulations and procedures</p> <p>Proficiency in contemporary human resource practices and principles</p>

	Compliance with legislation - policies and procedures. Reconciliation Attention to detail Excellent communication and interpersonal skills Work collaboratively and effectively in a team 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 Handle conflict Flexibility to meet work demands during peak periods
<b>Desirable Skills</b>	Proficiency in SAP payroll systems Experience in Human Resources within a large organisation

**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.