

## Position Description

<b>Position title:</b>	Senior Payroll Officer	<b>Reports to:</b>	Payroll Lead
<b>Program / Department:</b>	Finance	<b>Primary work location/s:</b>	Wayville
<b>Direct reports:</b>	N/A	<b>Key stakeholders:</b>	<ul style="list-style-type: none"> <li>- All staff</li> <li>- Regulatory bodies</li> <li>- Australian Taxation Office</li> <li>- Superannuation Funds</li> </ul>
<b>Award:</b>	SCHADS	<b>Classification:</b>	Level 4

## Who we are

Baptist Care SA provides out of home care, disability care, youth education and employment, homelessness, and therapeutic support services. Established in 1913 we have a dedicated staff and volunteers who work tirelessly to help South Australians achieve their full potential. Baptist Care SA is committed to working with the State's most disadvantaged, championing local issues and connecting with people to provide transition pathways from adversity to opportunity.

## Our values

<b>Integrity</b>  Ensuring personal and corporate transparency and the highest ethical standards.	<b>Compassion</b>  Treating people and communities with empathy, dignity and fairness.	<b>Empowerment</b>  Releasing individual strengths that promote personal and community transformation.	<b>Innovation</b>  Fostering a culture of continuous improvement, staff engagement and improved client outcomes.
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## About the role

The Senior Payroll Officer is responsible for the **end-to-end delivery of the fortnightly payroll** and all associated payroll activities across the organisation. This role ensures payroll accuracy, legislative compliance, and data integrity, while providing authoritative advice to managers, employees, and internal stakeholders.

The Senior Payroll Officer acts as a subject matter expert in payroll processes, industrial instruments, and system use. The role provides coaching and guidance to Payroll Officers, supports complex case management, and works closely with the Payroll Lead to drive continuous improvement and strengthen payroll governance.

# Role responsibilities

## End-to-End Payroll Processing (Lead Responsibility)

- Lead the preparation, validation, and processing of all fortnightly pay runs, ensuring accuracy, timeliness, and compliance with all internal controls.
- Review and approve payroll adjustments, variations, backpays, and corrections.
- Oversee the integrity of employee master data, including banking, tax, superannuation, classifications, and entitlements.
- Ensure all timesheets, roster records, and system integrations are validated and resolved prior to payroll cut-off.
- Identify, investigate, and resolve discrepancies or exceptions, escalating material risks to the Payroll Lead.

## Complex Payroll Administration & Technical Expertise

- Manage complex calculations including:
  - Long service leave
  - Terminations & redundancy payments
  - Backpay modelling
  - Allowances, overtime, and penalty entitlements
  - Salary packaging adjustments
- Ensure accurate and compliant processing of PAYG, superannuation, salary sacrifice, and other statutory obligations.
- Support the delivery of STP reporting, superannuation clearing, and other legislative reporting requirements.

## Data Integrity, Audit & Compliance

- Maintain accurate and compliant payroll records in line with legislation and organisational policy.
- Conduct regular audits on:
  - Pay classification accuracy
  - Leave balances and accrual calculations
  - Superannuation and tax reporting
  - Roster-to-pay variances
- Ensure the payroll system configuration aligns with industrial instruments and legislation.
- Assist in preparing documentation for audits, governance committees, and compliance reviews.

## Other Payroll Tasks

- Processing of special and exceptional pay runs as required.
- Complete payroll tasks involving employee leave, PAYG, superannuation, termination calculations and salary packaging reconciliations.

## Customer Service

- Respond to all employee enquiries in a professional and timely manner.
- Communicate with external agencies and bodies in a professional and timely manner.
- Maintain clear communication and ensure the effective exchange of information across all internal stakeholders.

## Quality and continuous improvement

- Contribute to the ongoing review and evaluation of service delivery to ensure the continuous improvement of our services, enhancement of our client wellbeing, independence, and choice.
- Comply with relevant legislation.
- Contribute to the review and continuous improvement of our internal systems for quality assurance, reporting and monitoring.
- Ensure business and operational risks are identified and appropriately monitored and/or mitigated.

## Work Health and Safety

Baptist Care SA is committed to the health, safety and wellbeing of our employees, volunteers, contractors, clients, and other people within our workplaces. As a Baptist Care SA team member, you must:

- Take reasonable care for your own and others' health and safety within the workplace.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of yourself or others.
- Cooperate with any reasonable directions, policies and/or procedures relating to health and safety in the workplace.
- Report all injuries, illness, near misses or hazards as per Baptist Care SA's policies and procedures; and
- Participate in relevant health and safety training, and risk management initiatives based on position and responsibilities.

## Know and apply Baptist Care SA policies and work directives

- Align with the Baptist Care SA strategic intent and values, including the strategic plan.
- Model and foster behaviours aligned with the Code of Conduct.
- Work harmoniously with Baptist Care employees, volunteers and other stakeholders.

## About you

### The qualifications you bring

- Qualifications at Diploma level will be viewed favourably (but not essential)

### The experience you bring

- Minimum 3 years' experience in payroll functions
- Experience processing medium to large payroll from beginning to end
- Experience working in organisation with multiple awards and enterprise agreements
- Ability to meet regular deadlines
- Strong database knowledge including excellent Excel skills
- Excellent planning and organisational skills

### The competencies (knowledge, skills and behaviours) you bring

- Strong analytical and problem-solving skills
- Knowledge and understanding of the SCHADS award
- High attention to detail and accuracy under pressure
- Excellent understanding of awards/enterprise agreements
- Sound knowledge of tax, superannuation, leave legislation, and payroll compliance

- Demonstrated ability to manage confidential and sensitive information
- Ability to mentor and support junior team members
- Strong communication and stakeholder engagement skills
- Demonstrated competency in Microsoft Office software
- Demonstrated commitment of compliance to policies and relevant legislation
- Maintain a high level of resilience and emotional agility
- With personal responsibility and through collaboration and teamwork, be able to successfully navigate and manage change
- Be able to use your personal and problem-solving skills to manage and work collaboratively through conflict, to resolution

#### Other specific employment requirements

- A current and valid DHS: Child-Related Employment Screening/WWCC
- National Police Clearance as per the Background Screening Check Policy
- Training – Child Safe Environments
- Ability to work outside normal office hours
- Ability and willingness to travel within South Australia as required
- A valid full South Australian drivers' license (C Class)

#### Desired Requirements

- Promote good relations and practices towards different minority groups that support equality, diversity, and inclusion.
- Previous experience in public speaking/group management.
- Previous experience in a faith based, community services environment.
- Aboriginal and Torres Strait Islander peoples are encouraged to apply.

## Your confirmation of acceptance:

By signing below, I accept that I have read and understood this position description and that I agree I am able to undertake all aspects of this role.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee name: \_\_\_\_\_

#### Monitoring, evaluation and review

Status:	Approved	Control:	People and Culture
Approved by:	Manager, People & Culture	Version:	1
Effective Date:	December 2025	Review Date	December 2028