

Role Description

Payroll Manager

Cluster	Enterprise, Investment & Trade
Agency	Museum of Applied Arts and Sciences
Division/Branch/Unit	Corporate Resources
Location	All MAAS sites
Classification/Grade/Band	Clerk Grade 7/8
Role Number	50000617
ANZSCO Code	551311
PCAT Code	1224140
Date of Approval	17 September 2022
Agency Website	https://maas.museum/

Agency overview

The Powerhouse (Museum of Applied Arts and Sciences) sits at the intersection of the arts, design, science and technology and plays a critical role in engaging communities with contemporary ideas and issues. Established in 1881, the museum includes the Powerhouse Ultimo, Sydney Observatory, the Museums Discovery Centre in Castle Hill and will expand to include the museum's new flagship - Powerhouse Parramatta. The Museum is custodian to over half a million objects of national and international significance and is considered one of the finest and most diverse collections in Australia.

The Powerhouse is undertaking landmark renewal program which includes the creation of Powerhouse Parramatta, the largest cultural infrastructure project since the Sydney Opera House; the expansion of Museum's Discovery Centre, Castle Hill which includes expanded storage and new research and public facilities and the renewal of the iconic Powerhouse Museum in Ultimo. Key to the renewal is the assessment and digitisation of over 380,000 objects from the museum's collection providing new levels of access.

Primary purpose of the role

The Payroll Manager is responsible managing the end-to-end payroll processing on fortnightly basis and ensuring that all pre and post payroll checks and reconciliations are completed and meets expected statutory and audit requirements.

The Payroll Manager is also responsible for the quality assurance review for the payroll processing function. This includes the maintenance of procedure manuals and process checklists to ensure that the quality and transparency of payroll transaction processing.

Key accountabilities

1. Ensure that the payroll processing functions are delivered consistently through the development and maintenance payroll procedure manuals and process checklists and that the pre payroll processing checks are completed and evidenced prior to finalising the payroll each fortnight.
2. Monitor correctness, eligibility and timeliness of payments in terms of Awards, Employment Contracts, organisational policies and other relevant legislation.
3. Assist in the design and implementation of enhancements to the organisation's payroll system and procedures.
4. In conjunction with the Head of Finance, liaise with auditors.
5. Follow up discrepancies identified in the pre payroll checking and implement changes to procedures and checklists to avoid re-occurrence and release bank files and payroll posting documents each fortnight.
6. Prepare complex submissions, reports and correspondence in relation to Human Resources issues including Workforce Profile, and any other Government Statistical payroll-related returns.
7. Conduct quality assurance reviews to verify that internal controls continue to be adhered to and that error rates are being maintained at a satisfactorily low level.
8. Analyse root cause where errors are identified and resolve for customer; where system issues are identified document with the Head of Finance for escalation to external support.
9. Provide advice to managers, staff and clients on day to day issues relating to payroll and leave administration related transaction processing.
10. Implement audit recommendations where value can be added and amend or refine internal controls where appropriate, produce fortnightly reports to support audit review of standard request items such as overtime, leave taken, terminations, new hires, and transfer reporting
11. Work with the Payroll Accountant to ensure payroll postings successfully post to the general ledger in a timely manner, assist with the reconciliation of payroll postings to the general ledger on a fortnightly, monthly, and annual basis and assist with the reconciliation of the net pay clearing account on a fortnightly basis.
12. Contribute to process improvement projects and development of functional requirements associated with the payroll processes, knowledge transfer, mentoring and coaching of staff in relation to transactional payroll functions.

General requirements

- Work in an interdisciplinary manner across project teams and Museum initiatives
- Adhere to all obligations, responsibilities and legislative requirements under current Work Health & Safety (WHS) Acts and Regulations, ensuring all areas under supervision are monitored for WH&S risks and hazards and are reviewed regularly

Key challenges

- Balancing the payroll needs consistently, given the high volume of work and number of staff seeking services from the team, and the need to address ad hoc requests and unforeseen issues.
- Ensuring documented payroll related procedures will deliver appropriate internal controls and compliance with procedures is evidenced through the review of exception reports and checklists and raising any discrepancies.
- Ensuring confidentiality of records is maintained.
- Keeping abreast of changing employment, payroll and taxation policies and legislation.

Key relationships

Who	Why
Internal	
Head of Finance	<ul style="list-style-type: none">For direction and advice with respect to payroll functions and related priorities or legislative or systems change impacts.
Payroll Assistant	<ul style="list-style-type: none">To exchange information and ensure that all priorities are known and understood to enable all deadlines to be met
All other museum staff	<ul style="list-style-type: none">To exchange information and ensure that all relevant information and supporting documentation is known and in hand to enable payroll to be finalised.Developing effective on-going relationships with key payroll, finance, and key business users.
External	
SAP Support teams	<ul style="list-style-type: none">To provide information as requested

Role dimensions

Decision making

The Payroll Manager operates with autonomy within the context of agreed work plan and is fully accountable for the quality, integrity and accuracy of payroll related transactions, sets timeframes and supervises payroll clerks to deliver the payroll fortnightly. Independent review of payroll and ledger reconciliation by the Senior Financial Accountant provides audit oversight of operational output.

Reporting line

Head of Finance

Direct reports

Payroll Assistant

Budget/Expenditure

Nil.

Essential requirements

- Demonstrated payroll experience in SAP, preferably within the public sector.
- Experience in use of and demonstrated knowledge of ERP systems.
- Knowledge of payroll related statutory and legislative requirements, including:
 - Payroll Tax calculations and annual returns.
 - Group tax reconciliations.
 - NSW Workers Compensation and returns.
 - Termination calculations, ensuring correct tax treatment, severance and eligible termination payments
 - Workforce Profile submissions
- Experience in salary calculations for retroactive increases/adjustments.
- Sound excel skills to support report generation and analysis.
- Demonstrated high level organisation and planning skills to meet deadlines and schedules and set priorities.
- Experience in the review and implementation of internal controls
- Demonstrated capacity to research and resolve discrepancies in payroll, tax, and provision related data and to apply problem solving skills to complex problems.
- Strong communication skills and ability to work across diverse groups, including business users.
- Sound knowledge of legislative privacy requirements and experience in dealing with payroll matters in a confidential manner.
- Demonstrated experience in managing and supervising payroll staff including training and development and performance reviews
- Commitment to safety and safe behaviours in the workplace.

Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.


The capabilities are separated into **focus capabilities** and **complementary capabilities**.


Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.


The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> Keep up to date with relevant contemporary knowledge and practices Look for and take advantage of opportunities to learn new skills and develop strengths Show commitment to achieving challenging goals Examine and reflect on own performance Seek and respond positively to constructive feedback and guidance Demonstrate and maintain a high level of personal motivation 	Adept

Capability group/sets	Capability name	Behavioural indicators	Level
 Relationships	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> Focus on key points and speak in plain English Clearly explain and present ideas and arguments Listen to others to gain an understanding and ask appropriate, respectful questions Promote the use of inclusive language and assist others to adjust where necessary Monitor own and others' non-verbal cues and adapt where necessary Write and prepare material that is well structured and easy to follow Communicate routine technical information clearly 	Intermediate
	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"> Take responsibility for delivering high-quality customer-focused services Design processes and policies based on the customer's point of view and needs Understand and measure what is important to customers Use data and information to monitor and improve customer service delivery Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers Maintain relationships with key customers in area of expertise Connect and collaborate with relevant customers within the community 	Adept






FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 <p>Results</p>	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> • Seek and apply specialist advice when required • Complete work tasks within set budgets, timeframes and standards • Take the initiative to progress and deliver own work and that of the team or unit • Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals • Identify any barriers to achieving results and resolve these where possible • Proactively change or adjust plans when needed 	Intermediate
 <p>Business Enablers</p>	Technology Understand and use available technologies to maximise efficiencies and effectiveness	<ul style="list-style-type: none"> • Identify opportunities to use a broad range of technologies to collaborate • Monitor compliance with cyber security and the use of technology policies • Identify ways to maximise the value of available technology to achieve business strategies and outcomes • Monitor compliance with the organisation's records, information and knowledge management requirements 	Adept
 <p>People Management</p>	Manage and Develop People Engage and motivate staff, and develop capability and potential in others	<ul style="list-style-type: none"> • Collaborate to set clear performance standards and deadlines in line with established performance development frameworks • Look for ways to develop team capability and recognise and develop individual potential • Be constructive and build on strengths by giving timely and actionable feedback • Identify and act on opportunities to provide coaching and mentoring • Recognise performance issues that need to be addressed and work towards resolving issues • Effectively support and manage team members who are working flexibly and in various locations • Create a safe environment where team members' diverse backgrounds and cultures are considered and respected • Consider feedback on own management style and reflect on potential areas to improve 	Intermediate

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

COMPLEMENTARY CAPABILITIES			
Capability group/sets	Capability name	Description	Level
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
 Relationships	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
	Project Management	Understand and apply effective planning, coordination and control methods	Intermediate
 People Management	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Foundational
	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Foundational
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Foundational