



POSITION DESCRIPTION	
Department	Finance
Position Title	Payroll Officer
Immediate Supervisor	Payroll supervisor
Classification	Salaried
Location	Hobart

FUNCTION
Process payroll data ensuring accurate and timely payment of salaries and wages for Metro employees by performing the Payroll Officer functions. Ensure timely and accurate processing of the fortnightly payroll in conformity with Statutory requirements and Metro's Awards and Policies. Assist in providing advice on Award matters affecting Metro employees. Assist in the maintenance of the payroll system, records and reports. Maintain an up-to-date knowledge of Metro's Award/EBA's and legislation affecting the payroll function. Provide relief for the Payroll Supervisor. .

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Review daily timesheet adjustments in TIMS.
- Process and enter bus operator artics and meal allowances into TIMS.
- Process employee driving licence renewal reimbursements and follow up on receipts from Operations.
- Process employee leave forms and check against leave taken in TIMS.
- Calculate and process higher duties, back pay, advance pay and tax adjustments for additional hours.
- Sort and distribute pay slips to employees.
- Attend to and assist will all employee payroll enquiries.
- Prepare and distribute periodic payroll reports to managers.
- General filing and maintenance of employee payroll files.
- Assist the Payroll Supervisor in the preparation of monthly, quarterly, half year and end of year payroll reports for presentation to external audit, Audit Committee and the Board.
- Identify inconsistencies in payroll activities and advise the Manager Finance of possible solutions.
- Provide relief for the Payroll Supervisor.

- Any other duties as directed by the Payroll Supervisor, Manager Finance and Chief Financial Officer.

SELECTION CRITERIA
Demonstrated experience in Payroll Functions.
Demonstrated ability to maintain confidentiality.
A working knowledge of payroll systems – in particular CHRIS21
Previous experience in interpreting Award/EBA systems and applicable FWA requirements.

KNOWLEDGE AND SKILLS	
Written	Sound written communication skills enabling the production of documents that are clear, accurate and concise
Verbal	Demonstrated high level oral and interpersonal communication skills
Computer	Keyboard and computer literacy skills with an understanding of and ability to use computer software to enhance work performance particularly to assist with communications
Organisational	Good organisational skills to enable the coordination of a variety of tasks simultaneously including the ability to prioritise plan and complete work activities within tight time frames.
Performance and Improvement	Ability to adapt to change and continuous business improvement
Compliance	Capacity to deliver high quality programs of work across a variety of specialist disciplines

KEY RELATIONSHIPS:

- Members of Metro's Finance Team
- Metro Employees
- Metro's Creditors

LEVEL OF RESPONSIBILITY:

- Responsible to the Payroll Supervisor
- Member of the Finance Team
- Manages activities with autonomy seeking guidance on complex or sensitive matters from the Manager as required.

WORKING ENVIRONMENT:

- The position is based at Metro's Head Office, Springfield Depot
- Metro is a smoke free working environment

COMPANY VALUES**Safety**

We take pride in everyone getting home safely, by having a safe workplace; and putting safety first.

Respect

We show respect for everyone at all times by acting with integrity in all our actions, words, intentions.

Resilience

We have the courage to deal with our day-to-day challenges, showing determination; commitment; and strength

Unity

We work together with honesty and transparency; we listen, we collaborate, we cooperate, we celebrate success.

Service Driven

We take pride in what we do and it is our pleasure to deliver an outstanding experience for everyone, recognising we have internal and external customers; continually challenging ourselves to do things better; and striving for excellence.

QUALIFICATIONS:

- Demonstrated recent and practical experience in payroll functions and similar role.
- Desirable but not required- Certificate III/IV in Accounting or Human Resources.

APPROVAL:

Approved By: _____ Chief Operating Officer

Employee Signature: _____

Date: _____