

POSITION DESCRIPTION

Corporate Services Officer (Payroll)

Department:	Finance and Corporate Services
Award:	South Australian Municipal Salaried Officers Award
Enterprise Agreement:	SAMSOA Agreement
Location:	Based at the Naracoorte Council Office but required to commence work at alternate sites as required

POSITION OBJECTIVE

To effectively administer Council's payroll and personnel systems and insurance claims, while providing efficient, responsive and proactive customer service.

POSITION RESPONSIBILITIES

- Understand, interpret and apply relevant Industrial Awards, Enterprise Agreements, Employment Contracts and conditions as per letters of Employment.
- Maintain Council's Payroll & Personnel Systems (electronic & paper based), ensuring details are accurate and current.
- Accurately enter timesheets, allocate plant & stores used and undertake the fortnightly pay process in a timely manner.
- Ensure leave taken is processed accurately, including leave that is reimbursed via a third party.
- Calculate and process authorised increases, reclassifications, allowances, deductions, adjustments, termination payments, etc.
- Ensure compliance with payment, transfer and reporting in relation to single touch payroll, superannuation, taxation and any other legislative requirement.
- Balance system calculated leave accruals to manual leave records for each employee on an annual basis.
- Complete and lodge statistical returns and reports as required.
- Complete and lodge claims for reimbursable wages such as Jury Duty.
- Reconcile Year-to-Date Reports as at 30 June.
- Reconcile payroll-clearing accounts on a fortnightly basis.
- Provide reports and other information upon request.
- Comply with, and implement, internal controls in relation to payroll & personnel.
- Support staff by answering queries about pay, tax and leave.
- Ensure the confidentiality, security and maintenance of employee information and associated files.
- Keep Management Team updated (via Manager Finance & Corporate) of any payroll & personnel trends or issues that may adversely affect employee relationships.
- Review and lodge annual insurance renewal documentation.
- Accurately complete insurance claim forms and associated paperwork and lodge with Local Government Risk Services (LGRS).
- Ensure records are maintained in compliance with legislative and policy requirements.

- Ensure quality customer service, as set out in Council's Customer Service Policy, is maintained through the provision of friendly, courteous and professional service.
- Maintain knowledge of Council services and activities to ensure appropriate information is provided in response to enquiries in a timely and professional manner.
- Other duties and tasks that are commensurate with the classification of this position.
- Ensure all decisions and actions undertaken are within delegated authority limits.

BEHAVIOURAL RESPONSIBILITIES

- Ensure professional conduct is of the highest standard in line with Behavioural Standards
- You are expected to be fit to perform the inherent requirements and physical demands of your role throughout your employment, in accordance with reasonable work health and safety expectations, policies and procedures.

WHS RESPONSIBILITIES

Council's WHS Management System includes standards, policies, procedures and principles applicable to all employees. A summary of relevant responsibilities is included below, but all roles are required to understand and actively participate in the system requirements.

Category	Workers
Leadership & Commitment	Take reasonable care for their own health and safety and that their acts or omissions do not adversely affect the health and safety of others and support a positive safety culture.
Legal Compliance	Comply with WHS policies, procedures, and instructions.
Hazard & Risk Management	Follow risk controls and report hazards promptly.
Incident Reporting and Investigation	Report incidents, injuries, hazards, and near misses as soon as possible.
Training & Competency	Participate in required training and apply learned practices.
Supervision & Work Practices	Follow safe work practices and supervisor directions.
Consultation, Communication & Change	Participate in consultation, toolbox talks, and safety discussions.
Plant, Equipment & PPE	Correctly use and care for plant, equipment and PPE.
Contractor & Third-Party Safety	Follow site rules when working with contractors or visitors.
Continuous Improvement, Responsibilities & Accountabilities	Actively contribute to improving workplace safety.

ORGANISATIONAL RELATIONSHIPS

This position is an integral part of the Finance and Corporate Team and reports directly to the Manager Finance and Corporate.

Key internal relationships	Key external relationships
▪ Manager Finance and Corporate ▪ Employees of the Department ▪ Chief Executive Officer ▪ Other Departments as required	▪ Residents and ratepayers ▪ General public ▪ Australian Taxation Office ▪ Superannuation Trusts

CORE COMPETENCIES

Essential

- Ability to achieve the position objectives and perform the position responsibilities
- Ability to achieve the organisational commitments
- Strong understanding of systems of payroll and personnel, including Awards and Enterprise Agreements
- Working knowledge of Fair Work Act, LSL Act and other relevant employment legislation
- High level of customer service skills including the ability to deal with agitated and/or difficult customers (internal and external)
- Excellent level of interpersonal and communication (written and verbal) skills
- High level of computer literacy including the Microsoft Office Suite
- Strong work ethic
- Accuracy and attention to detail
- Ability to work under general direction and as a member of a team, manage own performance and work with initiative to achieve expected outcomes
- Awareness of Council services and activities
- Flexibility to work additional hours as required

Desirable

- Previous experience in a similar position or in a Local Government administrative environment
- Awareness of the Local Government Act and Regulations
- Awareness of Work Health & Safety Act, Regulations and Principles
- Awareness of Return to Work Act, Regulations and Principles

Qualifications

- Current "C" driver's licence (essential)
- No formal qualifications are required for this position

ROLE REQUIREMENTS

- National Criminal Record (Police) Clearance
- Current Drivers Licence
- Attend training courses and relevant staff development courses and maintain competency levels
- Out of hours work and attendance at meetings, as required

Employee Name

Signed:.....(Employee)/...../.....

Approved:.....(Manager Finance and Corporate)/...../.....

Date Last Reviewed: June 2026