

Melbourne Symphony Orchestra

POSITION DESCRIPTION

Job Title	Payroll Officer	Date	October 2023
Department	Finance	Reports to:	Financial Controller
Location	MSO Southbank Offices/WFH	Role Status:	Part Time

1. POSITION PURPOSE

The Payroll Officer is responsible for end to end payroll processing, and government reporting as well as preparing monthly, quarterly and year-end payroll reconciliation and statements. The role is also responsible for maintaining payroll related general ledger and subsidiary ledgers.

This role requires familiarity in award and Enterprise Agreement interpretation and experience in managing a payroll which includes large and fluid groups of casual/seasonal employees (including from overseas).

The role works closely with Human Resources, Orchestra Management, Production and Box Office team, and plays an important role in improving process efficiency and workflow.

2. MSO VALUES & GUIDING PRINCIPLES

VALUES

Innovation, Collaboration, Respect, Diversity

GUIDING PRINCIPLES

We listen to each other, and we listen to our audiences. We continuously tune into building connections that bring joy and validation.

We create welcoming experiences that showcase the beauty and wonder of artistic craft. Innovate performances that elevate the moment and endure in the spirit.

We unite our individual strengths and celebrate our unifying love of music, fostering understanding and belonging.

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3. DIMENSIONS and WORKING RELATIONSHIPS	
Reports to	Financial Controller
Direct Working Relationships	<ul style="list-style-type: none">▪ All departments, P&C, Orchestra Management, Box Office, Production, Learning and Engagement team.▪ Industry, regulatory bodies, external consultants, and government stakeholders.▪ Other internal and external stakeholders as appropriate.

4. MAJOR RESPONSIBILITY AREAS
<p>The main responsibilities of the Payroll Officer are:</p> <ul style="list-style-type: none">• Payroll Processing• Payroll Analysis• External Reporting• Payroll related GL reconciliation• Continuous Improvement/Innovation• Occupational Health and Safety

5. KEY RESULT AREA	MAJOR ACTIVITIES
PAYROLL PROCESSING	<ul style="list-style-type: none">▪ Ensuring all payroll transactions are processed accurately and timely every fortnight on Wednesday.▪ Collecting, calculating, and entering data to maintain and update payroll information.▪ Sound understanding of industrial and award structures, and an ability to interpret and apply these accurately and appropriately▪ Maintaining personnel files, including filing▪ Maintaining payroll operations by following policies and procedures.▪ Handling Payroll queries, leave calculation, Final pay, work cover claims.▪ Liaising with ATO, Centrelink and external salary packaging company to ensure accurate and on-time data processing and reporting.▪ Preparing and processing superannuation payment on monthly basis.▪ Preparing payroll journals and performing general journal posting into accounting system.▪ Reconciling payroll and resolving payroll discrepancies at the end of each pay process.▪ Reconciling payroll related balance sheet accounts at the end of each month.▪ Managing Payroll year end close.▪ Providing payroll statistic data to Financial Controller for external reporting as required.

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EXTERNAL REPORTING	<ul style="list-style-type: none"> Ensuring End-Of-Pay, Monthly, Quarterly and Annual government reporting is completed accurately and on time. This includes but not limited to STP, TFN, Annual Pay Summary reporting Providing support to BAS, Workcover, ABS and FBT reporting.
PAROLL ANALYSIS	<ul style="list-style-type: none"> Compiling and reporting of summary of earnings, taxes, deductions, leave, salary packaging, superannuation, and termination pay calculation. Performing employee entitlement audit . Supporting the Financial Controller with wages and salary costs analysis Supporting both internal and external auditing process Providing data and analysis on budgeting and forecasting process on payroll related issues.
CONTINUOUS IMPROVEMENT AND INNOVATION	<ul style="list-style-type: none"> Continually assess current work practices and processes and make necessary improvements to ensure that the payroll function is operating as effectively and efficiently as possible.
OCCUPATIONAL HEALTH AND SAFETY	<ul style="list-style-type: none"> Work with management and other team members to ensure that all occupational health and safety (OHS) risks are minimised through awareness and application of safe working practices.

6. ESSENTIAL CRITERIA

- Tertiary qualifications in accountancy,
- Previous experience as a Payroll Officer
- Advanced excel skills
- High degree of professionalism and discretion
- High levels of financial literacy and numeracy
- High levels of computer literacy, especially in relation to financial reporting and computing software and data bases
- Experience in award and enterprise agreement interpretation and application

7. DESIRABLE CRITERIA

- Confidence and expertise with the Access MicroPay Package
- Interest in/appreciation for orchestral music

8. PERSONAL CHARACTERISTICS

- High level of attention to detail
- Calm, balanced and professional demeanour;
- Demonstrable capacity to balance multiple priorities in a fast-paced environment;
- Ability to work independently and as part of a team;
- Highly developed communication and interpersonal skills, with the ability to exercise tact and discretion and maintain confidentiality;

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- Excellent administrative skills; experience in meeting deadlines and working within time constraints, ;
- Proactive, with good problem-solving skills.
- A naturally enquiring and curious mindset, be able to drive and embrace new ideas/innovations;
- Maintain a networked awareness of both legislative and best practice developments within the sector, and an ability to translate these within an MSO context.

9. DECISION MAKING AUTHORITY

The position holder works under the general direction of the Financial Controller.

10. DECISION MAKING AUTHORITY

Date of last review: 11 October 2023
Conducted By: Financial Controller
Date for next review: TBC