

## Position Description Employee

Date: July 2025

<b>Position Title:</b>	Assistant Payroll Officer
<b>Division:</b>	Corporate Services
<b>Department:</b>	Finance and Business Improvement
<b>Classification / Level:</b>	P&A3
<b>Ordinary working hours &amp; days:</b>	Monday to Wednesday
<b>Reporting to:</b>	Corporate Systems and Payroll Manager
<b>Positions reporting to this role:</b>	Nil
<b>Significant working relationships:</b>	Finance and Business Improvement Team AFC Management and Staff Government agencies Non-Government agencies Human Resources team Production Management
<b>Decision Making/Purchasing Authority:</b>	Able to make day-to-day decisions within framework of role. Must obtain management approval for all purchases prior to commissioning.
<b>Special Conditions:</b>	Some additional or out of hours work may be required. Relieving the Payroll Officer when required including working additional hours as required.
<b>Information on Adelaide Festival Centre</b>	Adelaide Festival Centre is central to the Arts in South Australia and an integral part of community life in the state. Adelaide Festival Centre welcomes the community, artists and companies and provides arts leadership in SA. We celebrate and showcase Australian artistic achievements, develop them for a world audience and bring stimulating ideas and projects to our state.  Adelaide Festival Centre is located on Kaurna Yarta. We respect First Nations people around Australia and acknowledge the Kaurna people as the traditional custodians of the Adelaide Plains. We honour their relationship with country, and we do so in the spirit of reconciliation.
<b>Department Overview</b>	The payroll corporate objectives are to provide a payroll service for AFC which is compliant with relevant legislative requirements.

<b>Summary of Key Purpose:</b>	<p>The Assistant Payroll Officer is responsible for supporting the accurate and timely processing of employee payroll in compliance with Australian workplace laws, including the Fair Work Act, Australian Taxation Office requirements, and superannuation obligations.</p> <p>This role ensures that all payroll-related data is accurately maintained, employee entitlements are correctly calculated, and statutory obligations such as PAYG withholding, and superannuation contributions are met.</p> <p>The Assistant Payroll Officer also serves as a key point of contact for payroll queries, helping to maintain employee confidence and trust in payroll processes while contributing to the overall efficiency and integrity of the Finance function.</p>
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<b>Key Result Area / Accountabilities:</b>
<b>Payroll Processing &amp; Accuracy</b>
Process payroll accurately and on time for all employees in accordance with conditions of employment and relevant industrial instruments.
Ensure correct application of award rates, allowances, loadings, and overtime.
Verify timesheets, rosters, and leave entries (including annual, sick, and long service leave).
Assist with payroll preparation tasks and run payroll processing as required.
<b>Data Management &amp; Confidentiality</b>
Maintain up-to-date employee payroll records (e.g., salaries, allowances, bonuses, deductions).
Ensure confidentiality of payroll data and secure handling of personal information under the Privacy Act 1988.
Support audits and EOFY functions by preparing payroll reports and documentation as required
<b>Compliance &amp; Regulations</b>
Ensure adherence to relevant labor laws, tax codes, and internal policies.
Assist in the accurate calculation of statutory deductions (e.g., income tax)
Keep current with changes in payroll-related legislation.
Stay updated with changes from the Australian Taxation Office (ATO), including Single Touch Payroll (STP) requirements.
<b>Leave Management &amp; Entitlements</b>
Support the application and processing of leave including but not limited to parental leave, personal leave, long service leave and retention leave.
Ensure leave loading is applied correctly where applicable.
Maintain accurate leave balances in line with relevant industrial instruments.
Prepare leave reconciliations and transfer advice as required in a timely manner.
<b>Reporting, Reconciliation &amp; Audits</b>
Prepare and reconcile payroll reports for Finance and HR teams as required.

Assist with month-end and year-end processes, including payment summaries (income statements) via STP.
Support internal and external audits by supplying necessary payroll documentation.
<b>System Proficiency &amp; Continuous Improvement</b>
Maintain accurate data in payroll systems
Identify and suggest process improvements to enhance payroll efficiency and accuracy.
Participate in training or briefings on updates to payroll software or legislative changes.
Report and help troubleshoot any system errors or anomalies.
Participate in system training as required
Contribute to the development and implementation of appropriate standards and procedures for payroll activities in consultation with the Senior Payroll Officer.
<b>Employee Support &amp; Communication</b>
Respond promptly to payroll-related queries from employees.
Educate staff on payroll processes, payslip interpretations, and deductions.
Escalate unresolved issues to Senior Payroll Officer as required.
<b>General</b>
Provide administrative support when required for the effective functioning of the Finance and Business Improvement Department.
Perform any other duties as directed by the manager, within level of skills, experience and competence.
Provide outstanding customer service on a daily basis by demonstrating respect, listening to and working with our customers, both internal and external, to achieve positive outcomes, where possible, for all involved.
At all times behave in a manner which is conducive to the values and expected behaviours at the Festival Centre and consistent with those prescribed in the Code of Ethics for the South Australian Public Sector.
Demonstrate appropriate behaviour and adhere to all Adelaide Festival Centre policies and procedures, including but not limited to equal employment opportunity and respectful behaviour the workplace
<b>EBMS (Event Business Management System)</b>
Employees are responsible for ensuring that they attend compulsory EBMS Training and seek further EBMS Training as needed to perform their role.
<b>Records Management</b>
All records created within the conduct of AFCT business to be managed in accordance with AFCT's Record Management Policy, associated policies, procedures and legislation.
<b>Work Health &amp; Safety Responsibilities (WH&amp;S)</b>
Care of your own health and safety and the health and safety of others.
Comply with any reasonable instruction from the Adelaide Festival Centre, so far as you are reasonably able.

Cooperate with all reasonable Department of the Premier and Cabinet and Adelaide Festival Centre policies and procedures.

Comply with the WHS legislation by:

- Adhering to the WHS requirements set out in the Adelaide Festival Centre Trust's WHS management system.
- Reporting a hazard, incident, injury or illness arising from workplace activities immediately where possible or within 24 hours.
- Implement WHS policies, procedures and safe systems of work including the following and adhering to Safe Work Instructions (SWI).
- Wearing and maintaining Personal Protective Equipment (PPE) as directed.
- Using safety and emergency equipment provided in the workplace.
- Assisting with and participating in conducting risk assessments and worksite inspections, consultation processes in reviewing and actions for improving WHS in the workplace.

Key Competencies:	Requirement
<b>Qualifications / Education</b>	
Tertiary qualification in Finance or related field	Desirable
<b>Knowledge/Skills/Attributes</b>	
Sound knowledge and use of Meridian (MicrOpay)	Essential
Sound knowledge and use of a time and attendance system (preferably Humanforce/TimeTarget)	Desirable
Excellent verbal and written communication skills.	Essential
Well-developed interpersonal skills and a high level of cultural awareness.	Essential
A consultative and supportive team-building style with an analytical approach to problem solving.	Essential
Ability to maintain confidentiality.	Essential
Ability to work under pressure to meet deadlines.	Essential
Ability to prioritise workload.	Essential
Comprehensive understanding of payroll terminology, activities and how the activities impact human resource functions.	Essential
Understanding of legislative requirements impacting on payroll processes (e.g., payroll tax, superannuation, withholding tax).	Essential
<b>Experience</b>	
Proven experience in using a computerised payroll system.	Essential
Proven experience interpreting relevant legislative requirements and their practical application.	Essential

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Signature of Incumbent:

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Signature of Manager:

Date:.....

Date:.....

