



Payroll Officer Position Description



PURPOSE

Consistently, through attention to detail, strong communication skills, and a disciplined approach, achieve the timely and accurate processing of all aspects of the payroll process while maintaining professionalism and confidentiality at all times.

POSITION OBJECTIVES

- **ACCURATE PROCESSING** – Precise and consistent processing of the group's payroll
- **TIME MANAGEMENT** – Accountability to achieve the processing of the weekly pay process within the designated time frame
- **COMMUNICATION** – Effective communication skills incorporating a collaborative approach with internal and external stake holders
- **PROFESSIONALISM** – Consistent approach when collaborating with all levels of staff and external sources including maintaining confidentiality in respect to privacy legislation
- **ACCOUNTABILITY** – Through a disciplined approach maintain a culture of self-accountability within the team to ensure the company vision and values are achieved.
- **ACHIEVE COMPANY VISION** – Achieve our purpose to build true and lasting customer and staff loyalty

KEY RESPONSIBILITIES

Processing

Through a consistent focus achieve the timely and accurate processing of the following:

- Ensure all payroll transactions are processed efficiently
- Collecting, calculating and entering data in order to maintain and update payroll information
- Process weekly time sheets – cross checking hours through Ento and making amendments where required
- Import timesheet data from Ento into payroll system (MYOB Premier)
- Allocation of hours across various rates of pay including penalties for all Majestic Hotels employees
- Processing of allowances, deductions, terminations, incentive payments and long service leave
- Input new employee salary and bonuses into payroll system
- Resolve payroll discrepancies

Reporting

Display a consistent approach on reporting to Managers, Financial Administrator, HR Coordinator, Accounts and external sources within the designated time frames, including:

- Preparation of wage reports
- Preparation of wages journals
- Administration and reconciliation of employee leave entitlements
- Monthly Super, Work Cover, Payroll Tax and PAYG reconciliations including reporting to applicable organisations/departments
- EOY reporting and payment summaries

Distribution

Consistent delivery of the following:

- Email pay slips
- Filing of weekly wage reports and employee forms

Communication

A professional, timely and confidential approach when liaising with employees, Managers, department heads and external sources.

Working collaboratively with the HR Coordinator and external sources as required to:

- Maintain and update rate sheets
- Award and NES interpretation and implementation

**SKILLS
EXPERIENCE
QUALIFICATIONS
KNOWLEDGE**

Required

- Proven experience working in payroll programs
- Extensive knowledge of MS Excel
- Current understanding and compliance of Federal Awards and the National Employment Standards
- Effective communication skills incorporating a collaborative approach
- High level of accuracy and attention to detail
- Exceptional time management skills with proven experience to establish priorities, organise workloads and ensure deadlines are met within a collaborative empowered environment
- An attitude of professionalism at all times
- Consistent approach to self-development
- A shared passion and responsibility towards our groups vision and values

Highly desirable

- MYOB Premier
- Ento
- Familiarity with the Hospitality Industry (General) Award 2020

VALUES

Demonstrate a work ethic, attitudes and values compatible with Majestic Hotels vision and values, specifically: -

- Passion for our brand, products, staff, guests and industry
- Professionalism at all times
- Commitment to quality customer service standards and values
- Respect and value of each and every team member across our group
- High level of communication skills characterised by patience, clarity and empathy at a personal, written and telephone level
- Flexibility and adaptability to handle changing work environments and the ability to support others in an environment of change
- High level of interpersonal skills
- A shared passion and responsibility towards our groups vision and values
- An attitude to work within Workplace Health and Safety requirements

**ORGANISATIONAL
RELATIONSHIPS**

- Report directly to the Human Resource Coordinator and further the General Manager as required
- Working as required with:
 - Administration and Accounts Manager
 - Financial Administrator
 - Sales & Marketing Manager
 - Property Managers
 - Department heads across all Majestic Hotels sites

VISION STATEMENT

“our purpose as a company”

Majestic Hotels purpose is to build true and lasting customer & staff loyalty.

We recognise that to truly loyal customers we become the **hotels of choice** and to truly loyal staff we become the **employer of choice!**

VALUE STATEMENT

“what we stand for as a company”

Majestic Hotels values are what we believe in; they guide what we do each and every day.

Our customer values -

- CONSISTENTLY DELIVER GREAT PRODUCTS – achieve consistent focus towards maintenance & upkeep of physical product
- PROVIDE THEM THE ATTENTION THEY DESERVE – recognise them early!
- PROVIDE REGULAR ANTICIPATORY SERVICE – identify & service customers needs before they ask
- DELIVER A CONSISTENT SERVICE STANDARD – all staff + all departments + all products
- APPROACH OF CONTINUOUS IMPROVEMENT - by all staff toward product and service

Our staff values-

- PROVIDE OPPORTUNITY – to a highly diverse range of the community, with varying skill levels, respecting those choosing to earn a secure income, as well as those who in addition wish to build a career
- EMPOWERMENT + ACCOUNTABILITY + COLLABORATION – an environment where not only the most senior make decisions; where we all accept responsibility for our individual performance whilst working collectively as a true team
- RESPECT + VALUE – display genuine respect for each other, truly valuing each and every team members contribution no matter the role
- PROFESSIONALISM – conducting ourselves in a professional manner at all times
- DEVELOPMENT – provide clear direction on purpose & function, deliver adequate training, conduct regular appraisals, provide recognition when due & display continuous support

PEOPLE ARE OUR BUSINESS – OUR SUCCESS DEPENDS ON THEM!

I have read and understood the requirements of the role as outlined in this position description.

Employee Name

Employee Signature

Date