



## Oasis Asset Management Ltd Position Description

**Position Title** : **Payroll Administrator**  
**Reports to** : Human Resources Manager  
**Business Unit/Section** : Managing Director (HR)

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### 1. Primary Objective(s)

- a. Support the Payroll Officer in the preparation, administration and process of the fortnightly payroll, including related reporting functions, to ensure accurate and effective administration for stakeholders, including statutory requirements and reporting bodies.
- b. Assist the ongoing maintenance of the HR information system to enhance the HR/Payroll efficiency and effectiveness for better service improved HR/Payroll reporting functionality.

### 2. Major Accountabilities

Rank	% of time	What is done?	Why is it done?
1	70%	Support with preparation, administration and process of the fortnightly payroll for over 320 staff (and growing) Assist to maintain accurate pay records and reports. Respond to all payroll issues/questions from stakeholders.	To ensure employees remuneration is processed accurately, reported appropriately, within service standards and according to compliance requirements.
2	15%	Assist and implement the ongoing maintenance of a payroll and HRIS for stakeholders.	Ensure online services are available and information is accurate to enhance operational efficiency.
3	15%	Support the Payroll Officer in various ad hoc projects, procedures and administrative duties to improve the efficiency and effectiveness of Payroll/HR.	To contribute to the effectiveness of the HR/Payroll section.

### 3. Key Communications

Contact/Organisation	Purpose & Frequency of Contact
Payroll Officer	Daily as required to effectively assist to manage all the maintenance functions of the payroll system, personal files and associated procedures.
HR Manager	Daily as required to effectively manage the HR/Payroll section and provide quality, effective services to stakeholders, manage/plan personal performance and development.
Section Managers	Regular, as required for payroll authorisation and all payroll related issues.
Employees	As required for payroll administration and all payroll related issues.
Government Agencies and Support Companies	As required for payroll administration eg: ATO, Child Support Agency, Workplace Authority, Frontier Helpdesk.

### 4. Challenges

What is challenging?	Why is it a challenge?
Young, rapid growth company.	The continual change and growth places demands on a small HR/Payroll section to provide effective and responsive support to the business sections to meet their needs and expectations, provide support to a positive work environment and culture and ensuring that payroll is timely and above all accurate.
Diversity of business sections and 3 geographic locations	The HR/Payroll team is located in one of three office sites. It is important all sites are supported effectively. There is also a diverse range of personnel including administrative, data entry type employees to specialised IT professionals (Analyst/Programmers) each with obviously varying responsibilities, perspectives and needs that the HR/Payroll team strives to respond to effectively.
Variations in workload and work tasks	The small team is responsible for a wide variety of payroll, HR and other functions which requires a commitment to teamwork and stakeholder service, specifically adaptability, flexibility and a genuine willingness to help others.

### 5. Decision Making

***The position makes the following decisions without referral to the manager:***

- Administrative, processing and technical issues relating to payroll in consultation with Frontier Helpdesk if required.
- Queries and information relating to relevant legislative organisations (eg: ATO). Direct liaison with such legislative organisations will also be required.
- Liaison with employees relating to all pay queries. If further action is required, this may require consultation with the relevant Section Manager.

***The position makes the following decisions after consultation with the manager:***

- Requested reporting information from employees and other managers.
- Information you feel the manager needs to be kept in the loop about.

**The position refers the following decisions to the manager:**

- Implementing new ideas or strategies regarding payroll.
- Uncertainty or clarification relating to any issue.
- A problem or issue not receiving the appropriate attention you feel is required by another party.
- Escalation of issues that require further attention.
- Due regard to privacy requirements.

## **6. Knowledge, Skills and Experience**

- Payroll administration experience in a similar sized organisation
- Excellent interpersonal skills
- Excellent communication skills
- Strong commitment to client service and also flexibility
- Minimum 2-3 years practical payroll experience
- Proficient to at least an intermediate level in a range of software packages (including Word, Excel, Outlook)
- Experience with HRIS (Chris21 desirable)
- HR experience

## **7. Potential Career Paths**

- Payroll Officer
- Snr Payroll Officer
- Payroll Services Manager
- HR Advisor

## **8. Other Information**

The HR and Payroll team is currently made up of 6 positions: **Need new position added.**

