

Position Description



Senior Payroll Officer

Wesley People & Culture

January 2026

Agreement

[Signature]

Signed–Manager - Brid Ni Bhrosnachain

[Signature]

[Date]

[Signature]

Signed–Employee

[Signature]

[Date]

1. Overview of Wesley Mission

Wesley Community Services Limited, a company limited by guarantee pursuant to the Corporations Act 2001, is a Public Benevolent Institution operating as Wesley Mission to conceive, develop and deliver services and programs to provide direct relief of poverty, sickness, suffering, distress, adversity, disability, destitution, and helplessness in New South Wales and other parts of Australia as inspired by the work of Jesus Christ in Word and deed.

Our vision is: "...doing all the good we can because every life matters".

Out of Christian love and compassion we are driven by Soft Hearts: Open Hands: Sharp Minds (and) Hard Feet.

Our strategic plan is based on four key directions, namely:

- Deepening our Word & deed
- Claiming our prophetic voice
- Extending our impact
- Strengthening our vision.

The range of community services we provide is amongst the most diverse of any Australian organisation. We are one of the largest community services organisations operating in NSW and the ACT, our work extending to other states and territories through our work in suicide prevention.

2. Overview and purpose of Wesley People & Culture

The Wesley People & Culture team exists to help the organisation succeed in its mission.

It achieves its purpose by workforce strategy, collaboration, consulting, advice, support, policies, processes, systems and education.

Services include employment relations, learning & development, payroll and compensation, organisational and leader development, reconciliation action, volunteers management, and work health and safety, including workers' compensation.

Its work is inspired by the organisation's vision, guided by its mission, informed by its strategy and underpinned by its values.

3. Purpose of role

The purpose of the role is to assist in effectively and efficiently managing the payroll function for the organisation.

4. Relationships

Reports to: Payroll Manager

Direct reports:	Not applicable
Key relationships:	Works with the Payroll team and wider People & Culture department including HR Operations and Work, Health and Safety (WHS)
Leadership Framework Level:	Not applicable
Industrial instrument:	Non-Award

5. Major role responsibilities

- Administer all functions of the fortnightly payroll cycle, ensuring timely and accurate processing.
- Calculate and process termination entitlements in accordance with relevant legislation and organisational policies.
- Maintain high standards of accuracy in employment records, ensuring data integrity across all payroll systems.
- Support the processing of Workers Compensation payments, including the preparation of iCare PIAWE forms and Allianz Wage Reimbursement Schedules.
- Assist with the administration of payroll deductions, such as superannuation, salary packaging, taxation, child support, and other employee-requested deductions, and ensure correct remittance to relevant institutions.
- Uphold strict confidentiality of all employee information and payroll data.
- Respond to employee and manager enquiries in a timely, courteous, and professional manner, providing accurate information and support.
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6. Professional responsibilities

- Support and work in a way that is consistent with the organisation's mission of continuing the work of Jesus Christ in Word and deed.
- Ensure your own health and safety and the health and safety of others by behaving safely at all times in relation to work. Report hazards and incidents to your supervisor and in accordance with the organisation's Work Health & Safety Management Framework Manual, related safety policies and procedures and site/service procedures. This includes taking part in safety consultations and safety investigations within your service to help resolve them in a timely manner.
- Comply with mandatory requirements for the role including completing all mandatory training required by the organisation.
- Comply and cooperate in good faith with all legislative, regulatory, policy and procedure requirements pertaining to your work.

- Act in good faith in the organisation's best interests, exercise due care and skill in your work, follow reasonable directions, maintain honesty and integrity and the trust and confidence of the organisation, and a positive reputation of the organisation.
- Attend functions, meetings, seminars, training courses and events as required by your supervisor.
- Participate at least annually in the Contribution and Development Plan process for your role for recognition, compliance and development.
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7. Performance Measures

- Performance expectations will be set during probation. Thereafter performance measures will be agreed as part of your personal Contribution and Development Plan.

8. Selection criteria

To be successful in this position, you must possess the following:

Demonstrated behaviours

- Conduct consistent with the organisation's Code of Conduct and:
 - Work in accordance with the organisation's Vision, Mission and Values.
 - Value people through kindness, respect, care and support.
 - Foster trust through honesty, integrity, reliability and fairness.
 - Demonstrate personal accountability including in your conduct, compliance, commitment, performance and quality of the service you provide.
 - Contribute to a positive and highly engaged work environment through a positive manner and being a good colleague, collaborator and team player.

Essential skills/knowledge

- 2 plus years of payroll experience.
- Excellent attention to detail.
- High level of professional commitment, integrity and work ethic.
- Highly developed communication and interpersonal skills - ability to express information well, both orally and in writing.
- Extensive experience in providing interpretation and advice on employee entitlements by applying relevant industrial instruments, legislation and policies.

- Adept user of technology - payroll systems, and Microsoft Office tools, particularly Excel.
- Positive minded and effective team player with a can-do attitude.
- Proven organisational skills, ability to multi-task, prioritise workloads and meet strict deadlines. |

Desirable skills/knowledge

- Experience in a not for profit or community service organisation.
- [Experience of SCHADS Award interpretation.
- Tertiary qualification in business or a related discipline. |

Training and qualifications

- [Not applicable. |

Agreement

In signing page one, I confirm I have read, understand and agree to work in accordance with this position description. I also understand that this position description is not exhaustive and agree to comply with all reasonable requirements of me in addition to those specified in the position description.