**Vacancy Information**

Our purpose is to provide safe, culturally appropriate and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities.

Across its network of hostels, dedicated Aboriginal Hostels Limited (AHL) staff provide accommodation and meals for residents in a supportive environment, assisted by local First Nations service providers and referral agencies.

AHL also supports the Australian Government’s efforts to improve economic outcomes for First Nations people. By purchasing goods and services from First Nations businesses at every opportunity, we help support a more inclusive economy. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up approximately 50% of our workforce.

AHL is looking for experienced APS4 Payroll Officer’s and an APS6 Payroll System Officer to join our Payroll team.

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| **Job Reference** | VN13524 |
| **Job Title** | APS Level 4 – Payroll Officer APS Level 6 – Payroll System Officer |
| **Employment Type** | Non-ongoing, Full-time (75 hours per fortnight) or Part-time (minimum 3 days per week)  Non-ongoing opportunities available until 30 June 2025, with the possibility of an extension. |
| **Salary** | APS Level 4 - $71,560 - $78,001 pa (pro-rated for part-time) APS Level 6 - $90,199 - $101,022 pa (pro-rated for part-time) |
| **Benefits** | * 15.4% superannuation * Regular salary packaging options for vehicles, superannuation and laptops etc PLUS, ability to salary sacrifice $15,900 per FBT year for rent, mortgage or living expenses. This benefit reduces taxable income, increasing fortnightly take-home pay. * Free all-day parking options located close by |
| **Location** | National Office – Phillip ACT |
| **Contact Officer** | Isabel Rogers – 02 6212 2082 |

**Position Description – APS4 Payroll Officer**

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| Duties and Responsibilities | |
| Payroll  Processing &  Compliance | Accurately process a wide range of salary, leave and entitlement-related transactions, in accordance with relevant legislation, delegations, policies, and procedures. |
| Operational  Support | As required, provide internal clients and managers with general advice and guidance in relation to the submission of leave, completion of employee timesheets, and other employee-related documentation. |
| Regular Tasks | Assist with processes that ensure AHL’s PAYG taxation, superannuation, and payroll deductions are correctly calculated, paid, and reported in accordance with associated guidelines. Undertake salary and/or leave reconciliation tasks, as required. |
| Superannuation | Undertake fortnightly reviews to update employee payroll records and ensure that associated superannuation contributions are correctly administered, paid, and reported. |
| Correspondence | Prepare and send payroll-related correspondence, including e-mails, to ensure that AHL employees receive accurate and timely advice regarding their entitlements and associated conditions of employment. |
| Documentation | Maintain the personnel and leave records of AHL employees, in an accurate and timely manner. |
| Customer  Service | At all times, provide internal and external clients & agencies with a high level of customer service and support. |
| *Whilst this duty statement summarises the purpose of the job and lists its key tasks, it is not a definitive list of all the tasks to be undertaken. Tasks can vary at the discretion of the Chief Executive Officer, in consultation with the employee. To deliver services effectively, a degree of flexibility is needed and the employee may be required to perform work not specifically referred to above.* | |

**Skills and Experience required**

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| The successful applicant will demonstrate: | |
| 1 | In-depth understanding of Aboriginal and Torres Strait Islander cultures and issues affecting First Nations peoples. |
| 2 | Demonstrated ability to support outcomes for First Nations peoples and the demonstrated ability to communicate sensitively and effectively with First Nations peoples. |
| 3 | Experience and knowledge of payroll administration and the application of legislation relating to employment, pay conditions and entitlements. |
| 4 | Knowledge of superannuation and experience in the application of scheme legislation and scheme rules. |
| 5 | Sound analytical, numeracy, and financial skills, including the ability to interpret and provide advice on entitlements, legislation, and policy. |
| 6 | Well-developed administration skills, with a high level of attention to detail. |
| 7 | Experience in the operation of a contemporary Human Resources Management Information System (such as EMPOWER) and word processing and spreadsheet software. |
| Desirable Qualifications/Experience | Previous payroll experience within the Australian Public Service is desirable. |

**Position Description – APS6 Payroll Systems Officer**

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| Duties and Responsibilities | |
| 1 | Supervise the day-to-day activities of the Payroll Operations Team, to ensure the delivery of high-quality payroll services for the organisation, in accordance with the AHL Enterprise Agreement and relevant legislation, policies and guidelines. Assist with the professional development of team members and provide guidance and on-the-job training, as necessary. |
| 2 | As required, administer AHL’s Human Resources Management Information System (EMPOWER) and its associated Employee Self Service module, and manage security profiles for all users. Process fortnightly payrolls and ensure that end-of-financial-year related tasks are completed within required timeframes. |
| 3 | Manage the AHL Payroll ServiceDesk and distribute work items to team members. Monitor workflows and ensure that tasks are completed within required timeframes. |
| 4 | Complete payroll-related compliance activities, including the checking of more complex tasks and calculations. Ensure that relevant delegations are being correctly applied at all times. |
| 5 | Ensue AHL’s PAYG taxation and superannuation contributions are calculated, paid and reported in accordance with associated guidelines and timeframes. Ensure that fortnightly salary reconciliations and related reimbursement activities are completed. |
| 6 | Liaise with internal and external stakeholders and agencies on matters including financial and other reporting, payroll reconciliations, leave provisions and general compliance activities. |
| 7 | Undertake HR reporting tasks, including ad-hoc reporting for staff and managers, to support internal and legislative reporting requirements. Ensure that all correspondence produced by the team is of a high quality and can be readily understood by recipients. |
| *Whilst this duty statement summarises the purpose of the job and lists its key tasks, it is not a definitive list of all the tasks to be undertaken. Tasks can vary at the discretion of the Chief Executive Officer, in consultation with the employee. To deliver services effectively, a degree of flexibility is needed and the employee may be required to perform work not specifically referred to above.* | |

**Skills and Experience required**

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| The successful applicant will demonstrate: | |
| 1 | In-depth understanding of Aboriginal and Torres Strait Islander cultures and issues affecting First Nations peoples. |
| 2 | Demonstrated ability to support outcomes for First Nations peoples and the demonstrated ability to communicate sensitively and effectively with First Nations peoples. |
| 3 | Recent leadership experience in a Payroll/HR environment and the ability to mentor, train and develop staff (specific to APS Level 6 – Payroll System Officer). |
| 4 | Relevant experience and knowledge of payroll administration, and the application and interpretation of legislation relating to employment, pay conditions and entitlements. |
| 5 | Current knowledge of taxation and superannuation scheme legislation and rules. Experience in the administration of superannuation in an APS environment. |
| 6 | Strong analytical, numeracy and financial skills, including the ability to interpret and provide advice on entitlements, legislation and policy. |
| 7 | Highly-developed communication and negotiation skills and the ability to engage with staff at all levels. |
| Desirable Qualifications/Experience | Demonstrated understanding of the operation of a contemporary Human Resource Management Information System, such as Empower, along with experience in the use of word processing and spreadsheet software. |

**Recruitment Initiatives**

This is an **Identified Position** and Indigenous jobseekers are encouraged to apply, as well as non-Indigenous jobseekers with a demonstrated commitment to working with Aboriginal and Torres Strait Islander peoples. The successful applicant will need to demonstrate a knowledge and understanding of Aboriginal and Torres Strait Islander Peoples and display respect and dignity in all their dealings with staff and residents.

Further, the **RecruitAbility** scheme applies to this vacancy. Under the RecruitAbility you will be invited to participate in further assessment activity for the vacancy if you choose to apply under RecruitAbility; declare you have a disability; and meet the minimum requirements for the position. For more information on the RecruitAbility scheme please follow this link:  [[APSC Recruitability scheme guide applicants](https://www.apsc.gov.au/working-aps/diversity-and-inclusion/disability/recruitability/recruitability-scheme-guide-applicants)](https://www.apsc.gov.au/recruitability-scheme-guide-applicants).

**Eligibility**

* Be an Australian Citizen
* Undergo a Satisfactory National Criminal History Check (prior to engagement)
* Meet Fitness for Duty requirements (prior to engagement)

**How to apply**

* Complete the **Application Form** available from our website [www.ahl.gov.au/work](https://www.ahl.gov.au/work)
* Email your current **Resume** and completed **Application Form** to [jobs@ahl.gov.au](mailto:jobs@ahl.gov.au) by 11:59pm AEST on **Thursday 12 September 2024**.
* Please include your name and the job reference (VN13524) in the subject of your email.