

JOB DESCRIPTION



Payroll Officer

Purpose

The Payroll Officer is a role within the Finance team. The role has the following core functions:

- Provide Payroll support, advice and services to Fincorp ensuring payroll processing and related activities are completed accurately and on time.
- Prepare and process the fortnightly computation of payroll for all national employees, including the handling of staff queries relating to the staff payroll processing and computation.
- Facilitate staff annual leave, sick leave, compassionate leave, and finish pay entitlements.
- Ensure reconciliation of payroll accounts and other payroll related accounts.
- Responsible for timely payments of Staff Medical Insurance, NasFund Contributions, PNG Bankers and Financial Union Contributions, Housing Deductions, Staff Loans and other payments are done in accordance with schedule.
- Responsible for the calculation and reconciliation of Group Stationery Tax, Dependent Tax, Housing Tax and all other tax related matters with Internal Revenue Commission.

Role Dimensions

- Reports to: Head of Finance
- Department: People and Culture
- Job Level: O2
- Location: Head Office, Port Moresby
- Direct Reports: None

Person Specifications

- A tertiary qualification focused on Business/Human Resources Management, Finance or Accounting or other relevant discipline.
- A Masters in Business/Human Resource Management would be valuable.
- 5+ years of broad HR experience exclusively in the HR Operations area, especially in Payroll.
- Minimum of 5 years' experience and training in Finance or HR Payroll Processing, with a proactive approach to computerised payroll processing.

Core Competencies

- Professional with strong integrity, initiative and quality decision making.
- Ability to maintain confidentiality, addressing issues in a discrete and impartial manner, at all times.
- Highly motivated, with drive and problem-solving capabilities.
- Level-headed, resilient and calm under pressure.
- Superior oral and written communication skills including the ability to collate information and write concise reports.
- Ability to plan, prioritise, manage time and complete projects within deadlines.
- Excellent communication and interpersonal skills, including interpersonal sensitivity.
- Ability to explain complex calculations in a straightforward and helpful manner.
- Ability to drive a disciplined fortnightly payroll system.

<ul style="list-style-type: none"> • Working knowledge of banking/finance practices procedures and software packages. • Knowledge of payroll system and/or HR21 and iChris is highly desirable. • Exposure to Banking/Financial software packages is desirable. • Knowledge of PNG Employment legislation in relation to payroll requirements. • Competent in the use of computer software such as Microsoft Applications. 	<ul style="list-style-type: none"> • Superior accuracy and attention to detail, especially when working with numbers. • Analytical thinker with the ability to question data and provide reports. • Ability to deal with ambiguity, "Can do" work ethic and strong initiative. • Detailed understanding of relevant regulatory and PNG environment.
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Role Specific Areas of Responsibility

Operational	<ul style="list-style-type: none"> • Responsible for running the monthly commissions payments within the designated Service Level Agreement (SLA) provided by the business, and thoroughly checking input monthly commissions tax bonus calculations. • Responsible for correctly inputting salaries, changes to salaries, leave, leave without pay and applying the appropriate tax rates for all employees paid on a fortnightly cycle. • Ensure recording and calculation of all leaves and final pay calculations are correct and current. • Ensure that after the payroll input is completed, it is passed to the Employee Experience Supervisor for final checking before being signed off by the Head of People & Culture and the CEO. • Support the Employee Experience Supervisor in activating the orientation, development and retention programs. • Support the Employee Experience Supervisor in monitoring the success of a newly onboarded employee and walking new employees through their probationary periods, including consistent check ins at regular intervals. • Assist the Employee Experience Supervisor in the management and monitoring of the Performance Appraisals process every six months. • Assist the Employee Experience Supervisor to manage the Employee Engagement Calendar, driven by different parts of People & Culture. • Ensure the timely submissions of regulatory requirements to IRC and the Superfund bodies, including sales & wages monthly tax submissions. • Ensure all new employees are accurately set up for payroll processing, added to HR21 staff access and iChris in a timely manner. • Ensure all Payroll related payments like NASFUND, AON, IRC, PNGFBIWU are done on time. • Ensure calculations and reconciliations of Group Stationery, Payroll and all other tax related matters with Internal Revenue Commission are accurately completed. • Ensure all company H.R. policies and procedures are adhered to. • Provide pragmatic and logical ideas to improve the current Payroll systems.
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<p>Analysis & Reporting</p>	<ul style="list-style-type: none"> • Identify, analyse and monitor the key drivers of Employee Experience. • Provide monthly reporting and commentary on employee experience, retention and key performance trends. • Identify and implement system and process improvements to ensure accurate and thorough data is available to support high quality analysis. • Provide Payroll reports as requested and required.
<p>Teamwork and Administration</p>	<ul style="list-style-type: none"> • Participate in and contribute to the functioning of the team with respect. • Provide personal and professional mentoring for employees within the department, as required. • Ensure payroll staff and others are supported in planning and prioritising their workload. • Provide feedback to staff, aiming to improve their cooperation and achieve satisfaction. • Establish and maintain an effective working relationship with all FinCorp staff. • Ensure that I.T. usage is maximised and that paper-based usage is minimised. • Maintain a high standard of integrity and work ethic including the utilisation of FinCorp's equipment and consumables economically. • It is the responsibility of each employee of FinCorp, as well as relevant adjunct business partners, to adhere to the ISMS Policy.