

Payroll and Assets Officer

Full-time, permanent



EMPLOYMENT INFO PACK

POSITION: Payroll and Assets Officer
Full time, permanent

JOB VACANCY NO: PE.RE.103

CLOSING DATE: Friday, 6 November 2020

2 Truscott Crescent Exmouth WA 6707
PO Box 21 Exmouth WA 6707

Telephone: (08) 9949 3000 Facsimile: (08) 9949 3050
Email: humanresources@exmouth.wa.gov.au
Website: www.exmouth.wa.gov.au

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Working for the Shire of Exmouth

The Shire of Exmouth is a dynamic, progressive organisation with a highly motivated workforce that delivers quality services and facilities to the community. We employ around 80 staff and provide an exceptional and committed service. We create an environment where every employee has an opportunity to succeed.

Work / Life Balance:

- Flexible working hours with a Rostered Day Off (RDO) agreement available for some departments
- 5 weeks annual leave per year
- Personal leave/Parental leave

Health Incentives:

- Discounted Partridge Memorial Swimming Pool pass for permanent full time and part time employees.
- Access to the Shire's health and wellbeing program, such as skin checks and flu vaccinations.

Attractive Superannuation:

The Shire of Exmouth offers attractive additional superannuation benefits on top of the statutory contribution in accordance with the Shire of Exmouth Enterprise Agreement 2017.

Pristine Location:

The Shire of Exmouth is situated 1,270 kilometres north of Perth, on the tip of the North West Cape in Western Australia. Covering 6,504 km² the district is bordered by the Exmouth Gulf and the pristine Ningaloo Coast World Heritage area. Exmouth is one of the few areas in Australia that can boast the reef to range experience.

The Ningaloo region is famous for its pristine beaches perfect for camping, snorkelling, fishing, water sports or simply relaxing and soaking in the superb scenery. The region offers extraordinary year-round wildlife experiences with whale sharks, humpback whales, turtles, manta rays and much more.

Exmouth town:

Exmouth is a small town with a population of approximately 2500 people. Every year, in the winter months the number of visitors arriving in Exmouth triples the resident population.

While the town was founded around defence industries, tourism is now the largest industry in the Shire with eco-tourism development experiencing significant growth.

Other industries that contribute significantly to our local economy include defence, government services and industries to support the offshore oil and gas industry, tourism support services such as hospitality and accommodation along with fishing, pastoral, aquaculture, light engineering and construction.

Make a difference:

Working for the Shire of Exmouth can give you a sense of satisfaction and provide the opportunity for a diversity of work experience that has a direct effect on your local community and environment.

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The Shire of Exmouth (Shire) has an exciting opportunity for a Payroll and Assets Officer to join our Corporate Services team.

Reporting to the Manager Finance, this position is responsible for the provision of finance functions for the Shire including but not limited to payroll, asset management, bank reconciliations and management reporting.

The Payroll and Assets Officer will maintain all payroll records and the Shire's asset register, and will provide financial management reports to managers so they can effectively manage their departments.

The successful applicant will possess a tertiary qualification in accounting or relevant demonstrated experience.

This position requires a minimum of 2 years' proven background in a similar role, as well as working knowledge of payroll, taxation and superannuation requirements.

The Payroll and Assets Officer role will be offered to the successful candidate on a permanent full-time basis.

This position is classified as Level 7 under the Shire of Exmouth Enterprise Agreement 2017, attracts a rostered day off on the basis of a 19-day month and is entitled to attractive Superannuation benefits.

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How to Apply:

Completed job applications are to be submitted to humanresources@exmouth.wa.gov.au or to the Shire of Exmouth office.

Due to current border restrictions, only WA applicants will be considered.

We can only accept electronic applications emailed in Word or PDF format or alternatively submit a printed application.

Mark all correspondence: Private and Confidential

Attention it to: Human Resources

Deliver it either by: Post: Shire of Exmouth, PO Box 21, EXMOUTH WA 6707
Hand: Shire of Exmouth, 2 Truscott Crescent, EXMOUTH WA 6707

Email: humanresources@exmouth.wa.gov.au

For enquiries about this position please contact Jennine Ashby (Manager Finance) on (08) 9949 3013.

Application Deadline:

Applications for this position are to quote (PE.RE.103) and are to be received no later than **4:30 pm Friday, 6th November 2020.**

Position Details:

Payroll and Assets Officer

Thank you for your enquiry regarding our position advertised. To apply for this position, include all of the following documents:

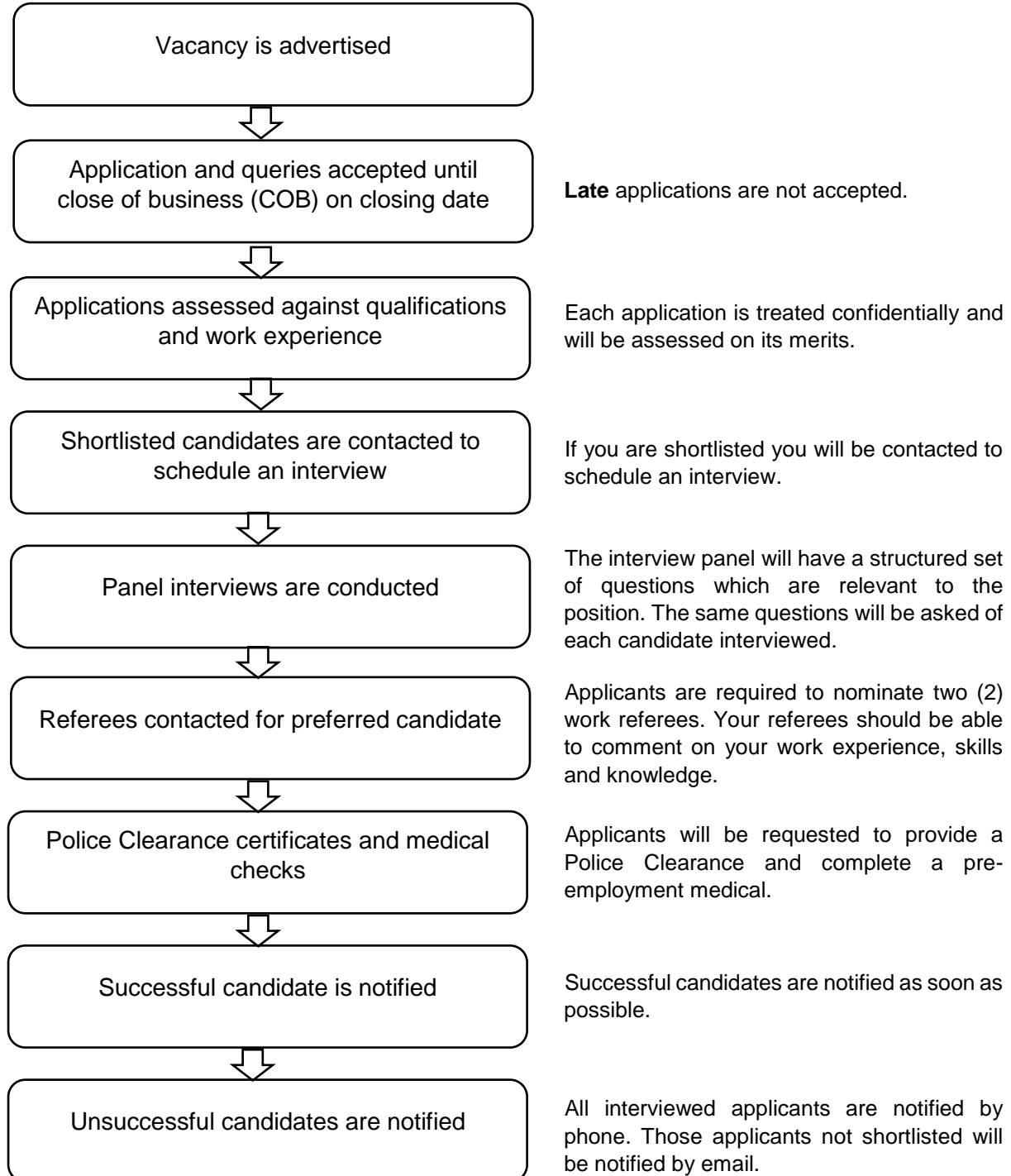
1. **A cover letter** outlining why you believe you are the best applicant for this role.
2. **A current resume** with the details of your previous work history, qualifications and other competencies including knowledge, skills and abilities you think are relevant to the position.
3. **A completed application form** contained at the end of this job application package.

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The Recruitment / Selection process:



Withdrawing your application: Should you for any reason want to withdraw your application from the process, simply send advice to the Shire in writing, stating your name and the vacancy number.

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Annual Remuneration Package*

Annual Salary	\$ 67,067
Total base salary	\$ 67,067
Total cash component	\$ 67,067
Superannuation guarantee 9.5%	\$ 6,371
Council Scheme** 5%	\$ 3,353
Total Package Value (p.a.)	\$ 76,792

* Award: Shire of Exmouth Enterprise Agreement 2017

** Subject to employee contributing a minimum 5%

Hours of Work:

This position is based on 76 hours a fortnight and entitled to a 19-day month rostered day off (RDO) arrangement.

Annual Leave:

Full-time/part time employees will be entitled to five (5) weeks annual leave.

Part-time employees will receive a pro-rata portion of the annual leave entitlement according to their hours worked. Casual employees are not entitled to paid annual leave.

Superannuation:

The Shire of Exmouth currently contributes additional superannuation on top of the statutory contribution in accordance with the Shire of Exmouth Enterprise Agreement 2017.

Probationary Period:

The appointment is subject to a probationary review in accordance with the Shire of Exmouth Enterprise Agreement 2017.

Code of Conduct:

All staff must carry out their duties in accordance with the Shire of Exmouth Code of Conduct for Elected Members (Councillors) and Staff as varied from time to time.

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Police Clearance Certificate:

The preferred applicant for this position will be asked to obtain a National Police Clearance Certificate through WA Police.

People with criminal records are not automatically excluded from the recruitment process. Each application will be considered on its merits.

Pre-Employment Medical:

This position is subject to a medical clearance to ensure the successful applicant can meet the inherent requirements of the position. Full documentation for the requirements of the position will be given to the Medical Practitioner prior to the examination and costs are paid for by the Shire of Exmouth.

Pre-existing illnesses will not automatically exclude candidates from the recruitment process.

Drug & Alcohol Testing Requirement:

The preferred candidate will be required to undertake a pre-employment drug and alcohol screen prior to an offer of employment. The Shire of Exmouth has an ongoing drug and alcohol testing and program in place.

Equal Opportunity:

The Shire of Exmouth is committed to equal opportunity and promotes a work environment that is free from discrimination and harassment, and where individuals are treated with fairness, respect, equality and dignity.

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Position Description:

POSITION DESCRIPTION



Date: 14 October 2020

1. Position Identification

Title:	Payroll and Assets Officer				
Position Number:	PE.RE.103	Level:	7	Agreement:	Shire of Exmouth Enterprise Agreement 2017
Department:	Corporate Services				
Section:	Finance				
Location:	Exmouth, Western Australia				

2. Reporting Relationships

Reports to:	Manager Finance
Internal relationships:	Human Resources Corporate Services Executive Managers CEO All Staff
External relationships:	Local Government Departments Superannuation Providers Valuation agencies
No of Direct Reports:	Nil

3. Value Statement

Embrace and promote the values of integrity, accountability, respect and innovation.

- **Integrity**
We act with care and diligence - making decisions that are honest, impartial, timely and based on all relevant information.
- **Accountability**
We use Shire resources in a responsible and accountable manner that ensures the efficient, effective and appropriate use of resources and information.
- **Respect**
We treat people with dignity, fairness and recognise their interests and rights.
- **Innovation**
We strive for continuous improvement, embrace change and challenge the status quo.

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4. Role Purpose

Reporting to the Manager of Finance, this position is responsible for the provision of finance functions for the Shire of Exmouth including but not limited to payroll, asset management, bank reconciliations and management reporting.

5. Key Objectives

Accurately and efficiently maintain all payroll records which includes the preparation of fortnightly pays ensuring compliance with the workplace agreement, contracts, legislation and Council policies and procedures.

Ensure compliance and effectively maintain Council's asset register including valuations and depreciation.

Provide timely financial management reports to managers so they can effectively manage their departments.

6. Key Responsibilities

Payroll

Maintain employee records in the computerised accounting system and manual payroll files in accordance with Council procedure.

Responsible for accurate processing and payment of wages each fortnight in accordance with Shire of Exmouth Enterprise Agreement 2017, Council policies and other legislation. Process includes allocation of timesheets, maintaining leave entitlements, payment of allowances, deductions, superannuation PAYG and reconciliation of gross wages.

Calculate and process all employee termination pays in accordance with ATO requirements.

Ensure payment of employee deduction, superannuation and PAYG are made in a timely manner.

In collaboration with key stakeholders, seek business improvement opportunities for streamlining payroll processes and procedures.

Work closely with the human resources function through a range of human resources activities including but not limited to, processing employee condition changes and providing HR data and reports as required.

Monitor employee leave entitlements and report to EMT on a monthly basis.

Monitor and recover wages for open workers compensation claims.

Respond to Leader and employee payroll related enquiries.

Perform end of year reconciliations and ATO reporting.

Assets

Maintain and review Council's Asset Register.

Process additions, disposals of assets and depreciation on a monthly basis.

Perform end of month reconciliation.

Ensure annual stocktakes of Councils Assets, Inventory and stock on hand are performed and update registers.

Perform annual review of Council's asset register including depreciation and residual useful life.

Prepare and coordinate the valuation of assets.

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Finance

Reconciliation of all bank accounts and term deposits on a monthly basis.

Coordinate the financial management reporting function, including software management and liaising with business unit managers.

Other

Assist with Audit enquiries.

Assist and provide support to other team members including but not limited to rates, accounts receivable and accounts payable.

Other duties as requested.

7. Leadership Capabilities

Develop a culture of teamwork both within the department and across the organisation.

Results driven, demonstrated by actively leading continuous improvement initiatives, effectively collaborating with key stakeholders in support of the Strategic plan.

Drives a high performing customer focused culture where accountability, innovation, and excellence are valued.

High level of personal integrity and self-awareness, seeks feedback, developmental opportunities and displays sound judgment in decision-making.

8. Risk Management and Workplace Health and Safety

Participate, contribute and demonstrate personal commitment to safe practice that is compliant with Duty of Care requirements under the OH&S Act 1984 and other relevant regulations, codes of practice and guidance notes. These include but are not limited to the following:

- Providing a safe working environment that is free of hazards for employees, volunteers, contractors and visitors;
- Actively promoting a safe and healthy workplace and lead by example;
- Consulting with workers on all safety related activities;
- Ensuring all identifiable hazards are risks assessed and control measures are in place to manage and/ or eliminate;
- Ensuring all incidents within their work area are reported and adequately investigated to prevent recurrence;
- Ensuring employees are provided Personal Protective Equipment (PPE) and use it;
- Ensuring employees have safe methods of performing the required tasks and those methods are documented;
- Ensuring employees are adequately trained and assessed as competent for relevant tasks;
- Ensuring employees are adequately supervised; and
- Actively promoting and participating in the Work Injury Management Program of relevant employees.

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9. Other Requirements

Understands the responsibilities of Equal Opportunity and Discrimination legislation in the workplace, actively supports diversity and a culturally sensitive workforce.

Champion and role model the core values to enhance team culture in accordance with the Code of Conduct and other workplace policies and procedures.

10. Qualifications and Work Experience

Essential

- Tertiary qualification in accounting or relevant demonstrated experience.
- Minimum 2 years in similar role.
- Developed numeracy and computerised accounting skills.
- Working knowledge of payroll, taxation and superannuation requirements.
- Working knowledge of Microsoft Office software.
- Ability to demonstrate and support the values of the Shire of Exmouth.

Desirable

- Previous experience in Local Government.
- Working knowledge of asset management.
- Experience of computerised payroll procedures and Awards or Agreements under which employees are paid and the ability to interpret those Awards or Agreements.

Mandatory Requirements

- Hold a current national "C" class driver's licence.
- Valid Australian Work Rights.

11. Authorisation Process

Authorisation Process			
Title:	Print Name:	Signature:	Date:
CEO	Cameron Woods		22/10/2020
Manager HR& Governance	Kathleen Fish		23-10-2020
Executive Manager	Gollie Coetzee		22/10/20
Employee			

Note: The requirements and responsibilities in this position description are a general guide only and are not all inclusive. The Position Description may be reviewed at any time based on operational requirements.

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Application Form:

Email or print this form (all three (3) pages) when complete to submit with your Resume and Covering letter. (Applications not received in full may not be accepted.)

Your Name:	
Position Title:	Payroll and Assets Officer
Vacancy Number:	PE.RE.103
Your daytime contact number:	
Your current residential address:	
Tick option on how would you like to be informed and give details:	<input type="checkbox"/> Email - <input type="checkbox"/> Post -

REFEREES

You are required to provide the names and contact details of a minimum of 2 referees who can provide feedback about your work performance. **Referees preferably should be your current or most recent supervisor.** It is a requirement that information provided by an applicant can be verified by referees before an appointment is made.

Referee Number 1

Name:	
Organisation:	
Position:	
Contact Number:	

Referee Number 2

Name:	
Organisation:	
Position:	
Contact Number:	

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LICENCE

Please list your current licences to successfully carry out this position.

Licence Type	Licence Number	Expiry Date

CURRENT EMPLOYMENT

Are you a Local Government employee?

Yes - (complete [Section A](#))

No - (complete [Section B](#))

Section A

Position Title:

Employment Status:

Permanent Contract

Date Appointed:

Section B

Current Employment (Position):

Current Employer:

Date Commenced:

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HEALTH

To the best of your knowledge and belief do you have a medical condition, disability or injury which may preclude you from undertaking duties of the position you are applying for?

Yes No

Applicants who have a health condition, disability or injury are invited to discuss its relevance or otherwise with the Shire. It is NOT a barrier to consideration of an application for employment. However, if it is likely to affect your work performance or could recur or be aggravated by the type of work for which you are applying you must disclose this information.

Shire of Exmouth EMPLOYMENT DECLARATION

Please circle or underline your response to the following:

- | | | |
|--|-----|----|
| 1. Are you an Australian citizen?
If yes skip to Q4 & provide proof of citizenship | Yes | No |
| 2. If not an Australian citizen, have you been granted permanent residency? | Yes | No |
| 3. Are you legally permitted to work in Australia?
(Please provide a copy of your working visa) | Yes | No |
| 4. Have you previously been employed by the Shire of Exmouth? | Yes | No |
| 5. How did you hear of this vacancy?
<input type="checkbox"/> Shire Website <input type="checkbox"/> Word of Mouth <input type="checkbox"/> Noticeboard <input type="checkbox"/> Other _____ | | |

Please tick to indicate your acknowledgement:

- I understand employment with the Shire is subject to the satisfactory completion of a probationary period or extended period should this arise.
- I have read, understood and responded to the above information. To the best of my knowledge and belief, it is true and accurate in every detail.
- I understand the Shire reserves the right to verify all information contained in this application. Any false information may be sufficient cause for my rejection of application or dismissal if employed.
- I understand that should I be successful, my employment is subject to a medical examination by a doctor nominated by the Shire, a drug & alcohol clearance and a police clearance. I authorise disclosure of the results of these documents to the Shire.
- I consent to any reference checks which may be necessary to support this application.

SIGNATURE of Applicant

Date