

POSITION DESCRIPTION

Position name	Senior Payroll Officer
Classification	Grade 4 – Scotch College Adelaide Enterprise Agreement 2024
Engagement	Permanent, 1.0fte
Line Manager	Director of People and Culture
Key Relationships	<ul style="list-style-type: none"> • People and Culture Coordinator • Senior People and Culture Partner • Finance Manager

Our Mission:

Scotch College Adelaide is an ambitious and aspirational independent coeducational ELC – 12 College that exists to know, nurture and challenge all within its community.

We value courage, integrity, inclusivity and an unwavering focus on tomorrow in all that we do to prioritise extraordinary outcomes for the diverse student population entrusted to us. A Scotch education is grounded in a sophisticated understanding of ourselves and others; and it is our wellbeing promise that underpins our learning, character, co- curricular and service programs from ELC to Year 12.

Wellbeing is embedded in everything we do, and we want our staff to be:

- able to flourish be physically adept, mentally resilient, intrinsically motivated, highly skilled,
- practicing effective work life integration, and
- demonstrating an adaptive capability which will enable the College to confidently embrace disruption.

Position Objective:

The Senior Payroll Officer is responsible for the accurate, timely fortnightly processing of the Scotch College payroll in accordance with all relevant awards and Enterprise Agreements.

Position Overview:

The Senior Payroll Officer is responsible for the effective delivery of the College's end-to-end payroll function, ensuring accuracy, compliance, and timeliness across all staff groups. Reporting to the Director of People and Culture, the Senior Payroll Officer directly processes payroll for all teaching staff and oversees payroll processing undertaken by the People and Culture Coordinator for professional services and casual employees. The role provides leadership and expertise in payroll operations, ensures compliance with legislation, awards, enterprise agreements and College policies, and upholds the highest standards of confidentiality and professional integrity. The Senior Payroll Officer also plays a key role in maintaining the integrity of payroll systems and data, supporting audit and reporting processes, and delivering a high-quality payroll service to all staff across the College.

The Senior Payroll Officer and People and Culture Coordinator will work collaboratively to deliver Payroll for the College, maintaining an awareness of each other's payroll processing domains to support continuity when inevitable absences occur.

Scotch College Adelaide

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Key Responsibility Areas:

1. Payroll

- Process end-to-end payroll for all teaching staff, including fortnightly payroll and ad-hoc payments, within College timeframes
- Oversee payroll processing undertaken by the People and Culture Coordinator for professional services and casual employees, ensuring overall payroll accuracy and compliance
- Maintain accuracy of payroll records and systems, including FTE, pay rates and increments
- Calculate annualised wage amounts
- Undertake complex payroll calculations, including back pay, loadings, allowances, pay increases, temporary fraction changes and other adjustments, and pay reconciliations ensuring correct application of the enterprise agreement and relevant awards
- Ensure timely and compliant processing of statutory obligations, including superannuation, PAYG taxation, and salary packaging arrangements
- Prepare and submit annual payment summaries and Single Touch Payroll (STP) reporting to the ATO
- Onboard and terminate staff in payroll system
- Provide accurate and timely payroll reports to support compliance, budgeting, and workforce decision-making
- Ensure compliance with all payroll taxation obligations, including PAYG, superannuation guarantee, and other statutory obligations including salary packaging arrangements
- Support payroll audit processes by maintaining accurate and up to date records, providing relevant information and undertaking reporting and analysis
- Undertake payroll for all staff as required, including when the People and Culture Coordinator is absent.

2. Leave management

- Oversee the accurate administration of leave across all staff, ensuring compliance with legislation, enterprise agreements, awards, and College policy
- Directly manage complex leave matters (e.g. Long Service Leave, parental leave, leave without pay) including calculations, payment schedules, and confirmation correspondence
- Process and record employee leave requests and balances for Teachers in accordance with College policy and relevant legislation
- Review and approve leave processing undertaken by the People and Culture Coordinator for professional services and casual employees, ensuring accuracy and compliance
- Ensure leave balances are accurate and reconcile with payroll and HR records
- Support annual leave reconciliation and reporting requirements

3. Stakeholder support and continuous improvement

- Provide training, feedback and guidance to the People and Culture Coordinator in support of their effective processing of payroll for Professional Services and Casual staff
- Provide timely, accurate advice to staff and managers on payroll and leave matters
- Prepare for and participate in induction and education sessions for staff on pay and leave matters
- Participate in audits and contribute to the development of risk mitigation strategies
- Identify opportunities to automate processes and enhance system efficiency
- Support system upgrades, testing and implementation of payroll/HRIS improvements

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4. Work Health Safety and Wellbeing

- Take reasonable care of, and cooperate with actions taken to protect the health and safety of self and others
- Report all accidents, incidents and hazards as soon as is practicable
- Read and adhere to all Scotch WHS guidelines and policies
- Act as back up to People and Culture Fire Safety Warden as required

Key Selection Criteria: Qualifications, Experience, Knowledge and Personal Attributes

Qualifications & Certifications

- A relevant Certificate IV or Diploma level qualification in Administration or Business (or equivalent) and/or relevant demonstrated knowledge and experience in a similar role.
- Attainment and maintenance of a valid Working with Children Check (WWCC)
- Attainment and maintenance of the 'Responding to Risk of Harm, Abuse and Neglect – Education and Care' (RRHAN-EC) certification at the Masterclass level
- Attainment and maintenance of HLTAID012 'Provide First Aid in an Education and Care Setting' Certificate.

Experience and knowledge

- Prior experience working in a primary, secondary or R-12 school environment is essential
- Experience working with Synergetic, Preceda, SEQTA or similar school payroll system is essential
- Demonstrated experience delivering end-to-end payroll in a complex environment, including the application of Enterprise Agreements and Awards is essential
- Strong knowledge of payroll legislation, superannuation, taxation and leave entitlements
- Proficiency in Microsoft Office suite, particularly Excel.

Personal attributes

- Exceptional interpersonal skills and commitment to excellent customer service, with a strong degree of patience and empathy for staff
- Exceptional attention to detail and accuracy, coupled with a capacity to work at pace and deliver in a timely manner
- High degree of confidentiality, integrity and professional judgement
- Highly organised individual capable of remaining composed and effective when juggling competing demands, including during peak demand periods or in response to system or regulatory changes
- Strong analytical and critical thinking skills with the ability to interpret complex payroll issues and develop practical solutions
- Strong organisational and time management skills, with the ability to manage competing priorities
- Commitment to ongoing professional development, with a proactive focus on keeping abreast of legislative changes, industry developments, and best practice in payroll, and applying this knowledge to ensure the College remains compliant and prepared for change
- Effective written and verbal communication skills, sufficient to explain complex payroll topics that may be unfamiliar to staff.
- Demonstrated initiative, reliability, and follow-through
- Ability to work independently as well as collaboratively within a team.

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Conditions of Employment:

- Must be eligible to work in Australia
- Must satisfy child protection screening and adhere to Scotch's Child Protection policy and procedures
- Position is employed under the terms and conditions of the [Scotch College Adelaide Enterprise Agreement 2024](#)
- All staff are responsible for ensuring that the data they collect, access or retain is done so within the requirements of the College Privacy Policy.
- The incumbent will be required to take annual leave during the term break or Christmas/New Year shut down period.

Finally

No position description can capture the complexity of tasks within a College. Therefore, this position description should not be limiting and some flexibility is required when using it for reference. There will be other tasks, not described above, that may be given to this position from time-to-time. All positions evolve and change over time, and the College commits to regularly review and update position descriptions to accurately reflect the contribution of employees.

This role may require reasonable out of hours work. Scotch College respects employee's right to disconnect and will communicate with the incumbent regarding when out of hours work is anticipated and discuss reasonable ways to minimize disruption to personal life.

Scotch College is a child-safe organisation and committed to the safety and wellbeing of children and young people. We undertake appropriate screening and suitability assessments to determine the commitment of applicants to supporting child safety and wellbeing values in practice.

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