

## Costa Group Position Description

<b>Position Title:</b>	Payroll Consultant
<b>Department:</b>	Payroll
<b>Reporting To:</b>	Group Payroll Manager - Connie Totino
<b>Location:</b>	Ravenhall
<b>Date:</b>	4 June, 2021

### 1. Primary Objective of Position:

The Payroll team provides professional payroll services to our various businesses across the Group. This includes coordinating and administering the pay run for all business units within the Group and all payroll cycles. The pay runs are for weekly and monthly staff for both wage and salary positions, including casuals and seasonal workers.

Reporting to the Group Payroll Manager the purpose of this position is to be responsible for the coordination and preparation of end to end payrolls – processing, maintenance, enquiries, reporting and balancing tasks to specific deadlines. Further to this the incumbent in this position must have the ability to maintain Precada system set up and maintenance for the specific needs of each business unit.

The person in this role needs to be a team player, have attention to detail and must be able to build internal and external stakeholder relationships.

### 2. Key Accountabilities and Responsibilities:

<b>Accountability and Responsibilities:</b>
<p><b>Role Duties</b></p> <ul style="list-style-type: none"> <li>• Coordinate and prepare end to end payrolls – processing, maintenance, enquiries, reporting and balancing tasks to specific deadlines</li> <li>• Experience in extractor, crystal reporting, mappers and pay rules</li> <li>• Complete superannuation administration</li> <li>• Perform PAYG calculating and reporting</li> <li>• Perform payroll deductions</li> <li>• Perform Superannuation Administration</li> <li>• Calculate termination payments and redundancy payments</li> <li>• Perform payroll checks and maintenance duties of the database</li> <li>• Manage employee leave and entitlements</li> <li>• Meet individual work deadlines, and to achieve team targets through accurate processing of all required payroll transactions</li> <li>• Processing of all employing entity month ends – remitting super &amp; deductions</li> <li>• Processing &amp; collation of all employing entity year end – manage distribution of all payment summaries</li> <li>• Review existing payroll procedures and processes and implement improvements</li> <li>• End of month reporting and reconciliations</li> </ul>

- Collect information requests for Audits; including payroll walk through, information gathering, assisting auditors with queries
- Prepare complex reports using MS Excel for audit, analysis, management reporting
- Key role in assisting the Payroll Manager with project work and day to day functions in payroll
- Supply accurate company information for completion of Bureau of Statistics and other government agencies

#### **Workplace Health and Safety**

- Responsibility for supporting and complying with the Costa Group Work Health and Safety Policy, including the maintenance of a safe and healthy workplace for the protection of all employees
- Report immediately any incidents, injuries and hazards and participate in hazard identification, risk assessment, implementation of controls and monitoring and evaluation of processes
- Take reasonable care of his/her own health and safety and for the safety of others who may be affected by his/her acts or omissions at work.
- Ability to work from home in a safe environment
- Work in accordance with the policies and procedures of Costa Group, as amended from time to time
- Obey all reasonable instructions to protect his/her own health and safety, and the health and safety of others
- Be unaffected by alcohol or drugs
- Perform only those procedures or tasks for which he/she has received appropriate training and instructions.

#### **Company Values**

- Responsible for ensuring that your work practices are consistent with company principles
- Ensure that behaviours outlined in Costa Group vision and values are fostered and practiced

### **3. Key Challenges:**

- Key team member in developing relationships with our internal and external customers – specifically in relation to payroll implementations, maintenance of key relationships
- Role of maintaining SLA's for payroll services
- Oversee Payroll document control systems, to ensure filing and scanning of documents is compliant and allows for easy retrieval
- Oversee Superannuation document control and liaise with all superannuation funds, responding to requests for information

#### **4. Candidate Requirements:**

##### **(a) Core Values:**

- Determination – acting decisively and with a sense of urgency
- Passion – challenging the status quo and acting with energy and enthusiasm
- Accountability – focusing on outcomes and delivering on commitments
- Sincerity – acting boldly in an open, honest, and responsible manner
- Respect – treating others as we expect to be treated in attitude, communication, and personal safety

##### **(b) Education, Qualifications, Training:**

- Must understand current legislation governing payroll/HR/IR
- Knowledge of Preceda, preferably a minimum of two years' experience
- Deputy time and attendance (desirable however not essential)
- Crystal reporting (desirable however not essential)
- SAP Analytics (desirable however not essential)

##### **(c) Experience, Skills and Knowledge:**

- Ability to work in a team and also autonomously
- Must have intermediate MSOffice skills and strong administration skills
- Have an eye for detail and enjoy working with numbers
- Excellent communication skills, ability to understand and meet employee/manager expectations
- Excellent time management and organisational skills
- Award & EBA interpretation and ability to provide consultative advice
- Understanding of Superannuation legislation
- Understanding of PAYG, SGC and termination calculations
- High level of attention to detail
- Ability to work under pressure
- Be prepared to assist in a variety of administrative tasks and meet deadlines
- Show a strong focus on providing information and services to our employees, management teams and external providers in a timely manner.