

Title:	Payroll Co-ordinator (0.4 Fixed Term Contract)
Group & Centre:	All
Employment Agreement	Hudson Institute of Medical Research Enterprise Agreement 2015
Classification	TAP 6
Date Last Updated:	May 2016

1. About Hudson Institute

Hudson Institute of Medical Research is an NHMRC accredited, not-for-profit, independent medical research institute in Clayton, Victoria, Australia. The Institute hosts more than 400 leading research experts and postgraduate students in its state-of-the-art research platforms and facilities and has taken its place as a leader in improving global wellbeing through excellence in medical research and clinical application.

As one of Melbourne's top medical research institutes and the research hub of the Monash Health Translation Precinct (MHTP), Hudson scientists and clinicians are at the forefront of discovery and translational research. Our partnerships with Monash Health and Monash University have uniquely positioned the Institute to directly translate our discoveries into patient treatments and to research those issues identified in the clinic.

The Institute drives innovative, cutting-edge research programs to tackle key health priorities in Cancer, Genetic Disease, Immunity, Inflammation and Infectious Diseases, Reproductive Health, Fetal, Neonatal and Children's Health, Endocrinology and Metabolism. Through world-class biomedical research the Hudson Institute strives to advance healthcare through an increased understanding of disease and its diagnosis, treatment and prevention.

After a 4 month implementation process, the Institute has outsourced it's payroll processing activities to ADP in April 2016. The Institute runs a fortnightly pay cycle.

2. Overview of the Position

The Payroll Co-ordinator is a key member of a small and efficient Finance Team and reports to the CFO. The role exists to provide high quality and professional payroll services including end-to-end payroll, customer service, payroll investigations and works with the Human Resource team on the interpretation of policy, legislation, awards and agreements.

3. Accountabilities, Characteristics and Responsibilities

Payroll

- Ensure all payroll related functions are carried out efficiently in accordance with company policies, procedures, legislation and work practices.

Payroll Processing through ADP

- Provide timely and accurate payroll data to ADP:
 - Establishing new employees
 - Amending employee Masterfile details i.e. increments and FTE
 - Amending employee deductions and banking details
 - Communicating with ADP regarding terminations
- Provide timely and efficient review of payroll processing data
 - Payroll verification
 - Payroll authorisation
 - Notification of changes and amendments
- Liaise with ADP
 - Act as contact point for ADP
 - Attend operations meetings with ADP
- Diagnose and investigate payroll issues and determine variation requirements for processing
- Work with ADP to manage end of financial year payroll requirements including production of payment summaries
- Educate staff on workflow on how to apply for and approve leave
- Educate staff on workflow on how to enter and approve timesheets
- Assisting Finance Team with reconciling payroll related General Ledger accounts

Payroll Systems & Records Management

- Maintain payroll system including regular audits and review
- Develop a thorough understanding of the payroll system and its integrations with finance, superannuation, EBA and other aspects of the business
- Manage the filing of periodic payroll reports i.e. leave and fortnightly pays
- Conduct payroll reporting to meet internal and statutory obligations
- Manage payroll end of month requirements and reporting
- Ensure consistency between the HR and payroll systems, including records for new starters and departures
- Provide professional advice and support to management on payroll policy and procedure issues.
- Maintain records including the timely and accurate filing of digital documents using identified naming conventions
- Document payroll and related processes.
- Develop and improve systems for payroll and related processes
- Assist with change management strategies to support process improvement

Payroll Customer Service

- Act as the primary point of contact for internal and external payroll-related queries.
- Build and maintain good working relationships with internal and external clients.
- Manage timely and accurate end-to-end processing of payroll.
- Liaise with staff and management on payroll related queries.

- Investigate and resolve payroll queries and errors.

General Responsibilities

- Work collaboratively with the Finance and HR teams to ensure integrated service delivery.
- Attend relevant meetings and training to aid in the ability to perform various functions of this role

4. Working Relationships

Internal

- CFO – Supervisor
- Financial Accountant
- HR Manager
- HR Coordinator
- Other Institute staff members particularly in a customer service role

External

- ADP Payroll Services
- Monash Health Security
- Healthwise Gym
- Smart Salary

5. Selection Criteria

Qualifications

Essential

- At least 3-5 years payroll experience in Australia using a payroll system and services within a medium to large sized organization (200+ employees on payroll)
- Educational qualifications or progress towards qualifications relevant to the role

Knowledge & Skills

Essential

- A high level of accuracy and attention to detail
- Strong numeracy and data skills
- Strong customer service focus.
- Highly effective interpersonal and written communication skills
- Demonstrated problem solving ability and diagnostic skills
- Excellent time management and multi-tasking skills including an ability to prioritise work and meet regular deadlines under pressure with accuracy and attention to detail
- Intermediate to advanced Excel skills including use of pivot tables, formulas and data source queries
- Ability to quickly and pro-actively learn new computer applications

Desirable

- Detailed knowledge of the ADP software system and routine processes.
- Understanding of how the payroll function interacts with other aspects of the business such as Finance

6. About the Hudson Institute

Vision and Values:

Our Vision: We strive to enhance human health and the quality of life through ground-breaking, collaborative, medical research discoveries and innovation, and ensure its direct impact on the community.

Our Mission: To capitalise on our multidisciplinary research strengths and academic and health partnerships to provide transformative and innovative solutions to major health problems.

Our Values:

Innovation: We inspire and enable world class researchers at the frontiers of science and medicine to find new and transformative solutions to people's greatest health challenges.

Collaboration: Our multidisciplinary, integrated approach creates an enriched, energetic environment that encompasses the entire lifespan; this allows our researchers and clinicians to leverage each other's knowledge to spark creative ideas and make unexpected discoveries.

Community: We care deeply about improving the health and wellbeing of people in the community and we are committed to rewarding their investment in science.

Excellence: Integrity and passion underpin our pursuit of the highest level of knowledge achieving significant outcomes whilst nurturing and inspiring the next generation of scientists.

Other relevant information:

- The position is required part-time, 4 days per fortnight
- The days and hours will be determined by the payroll schedule and deadlines
- As part of a small and specialized team, the timing of annual leave may be affected by the leave of other team members and the cyclical requirements of the role.
- The Hudson Institute is a totally smoke free workplace.
- The position is subject to terms set out in the Hudson Institute Enterprise Agreement (2015), Policies and Procedures and any subsequent variation to these.
- The Hudson Institute is an Equal Employment Opportunity Employer.
- The Hudson Institute has a commitment to Occupational Health and Safety. It is a condition of employment that staff comply with all health and safety related policy and procedures and take part in activities designed to improve the health and safety of the workplace.
- It is a requirement of the position to participate in the annual Performance Planning and Review process.

7. Endorsement

Name: (Supervisor)			
Signed:		Date:	
Name: (Employee)			
Signed:		Date:	