

POSITION DESCRIPTION

POSITION TITLE	Senior Payroll Officer
DIRECTORATE – BUSINESS UNIT	CEO's Office – People, Culture & Safety
LEVEL - IA	7 - Salaried
RESPONSIBLE TO	Coordinator People & Culture

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

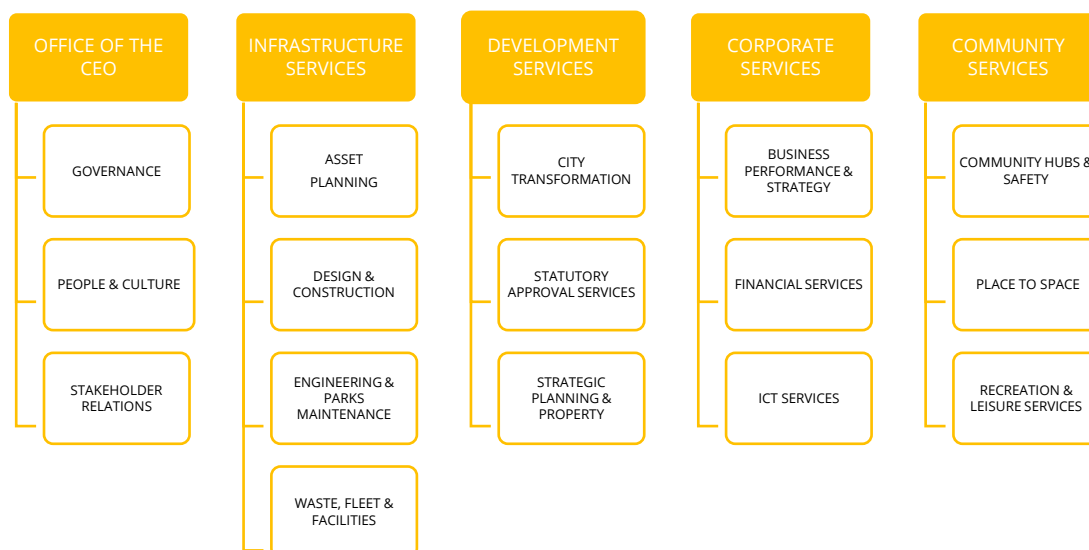
OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

OUR VALUES

RESPECT	We treat everyone with dignity, fairness, and kindness—valuing diverse perspectives, listening with empathy, and fostering an inclusive environment where all voices are heard and appreciated.
INTEGRITY	We act with honesty, transparency, and accountability—upholding ethical standards, taking responsibility for our actions, and consistently doing what is right, even when no one is watching.
CARE	We build trust through empathy, honest feedback, and mutual support—creating a safe, respectful environment where people thrive and grow. We care enough to be candid, knowing that truth shared with compassion strengthens us all.
HONESTY	We communicate truthfully and openly—building trust through transparency, owning our actions, and fostering a culture where integrity and authenticity guide every interaction.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

- Primary responsibility to ensure the accurate and timely processing of end to end payroll functions for the City.
- Ensure the accurate and timely provision of payroll-related financial information as required by Finance Services.
- Oversee the payroll function to ensure compliance with the City's Industrial Agreements, Council Policy(s), ATO, Workers Compensation and other legislative requirements.
- Provide payroll services that are aligned to Council's strategic planning outcomes and strategies.
- To provide full spectrum of operational and administration payroll services and information, including but not limited to, maintaining accurate employee payroll information, fortnightly processing of employee pays and associated deductions and liaising with Finance Services to ensure accurate capturing of payroll data for budget purposes under the direction of Manager People, Culture & Safety.
- To support and provide high-quality customer service;

KEY RESULT AREAS

PAYROLL SERVICES

- Operate the Council payroll system in accordance with compliant payroll practices and provide information and reports to Coordinator People & Culture and Manager People, Culture & Safety regarding payroll matters.
- Maintain payroll system integrity and compliance aligned to industry best practice i.e. ATO, Superannuation, employment legislation, Awards, Industrial Agreements and contracts of employment.
- Provide expert advice to the organisation on Legislation, Awards, Agreements and Policy when Payroll Enquiries/Information Requests are raised.
- Process the end-to-end Payroll Activities on a fortnightly basis, ensuring they are completed accurately and on time.
- Accountable for accurate daily data entry.
- Payroll Audit and Exception reporting.
- Maintain accurate employee records in the City's payroll system in a timely manner.
- Calculate and process all termination payments and leave entitlements in accordance with statutory requirements and as per Industrial Agreements, Awards and contracts of employment.
- Ensure relevant payroll costing and clearing accounts are reconciled in accordance with accounting requirements established by Finance Services.
- Maintain all documentation relating to superannuation funds to which Council is associated and advise staff of their obligations and entitlements in relation to the schemes.
- In partnership with Coordinator WHS, proactively maintain and undertake workers compensation insurance claim administration including referring claims and matters to the City's insurers, maintaining records of current claims and advising employees of procedures and processes as well as completing all reimbursements and providing reports.
- Liaise with other Local Governments and main City records in relation to Long Service Leave records as per LSL Regulations and City Policy.

- Contribute to responding to requests for payroll / employees information from the auditors (internal and external), Government Departments or from LGA Associations to ensure the City's compliance with its reporting obligations.
- Contribute to End of Tax year and end of Financial Year End reporting and compliance. This includes liaising and responding to both internal and external audit queries.
- Manage the City's novated leases related transactions and reconciliations including liaising with novated lease companies and responding to employees' queries.
- Conduct periodic review of systems to ascertain correct processes provide an efficient service.
- Provide appropriate training and support to backup / relief Officer and other employees are required.
- Accountability for assigned Payroll projects including assistance with upskilling/training others as required.

CUSTOMER SUPPORT

- Proactively maintain and foster excellence in customer service values and culture throughout the City, with a consistently positive image being promoted to the community.

ADMINISTRATION

- Proactively maintain administrative tasks, including database management, client information and communications, ensuring all are kept up to date.

WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

WORKPLACE COMPETENCY

Uphold the City's values of Service, Professionalism and Quality and demonstrate behavior that reflects the organisation's values, supports the cross functional teams and meets customer and organisational needs.

Employees are required to comply with the City's Code of Conduct, policies and procedures, and demonstrate behaviours consistent with organisational values at all times.

TRAINING/QUALIFICATION(S)

- Relevant qualification or progression towards and/or a minimum of five years experience in Payroll.

SELECTION CRITERIA

1. Demonstrated sound knowledge of payroll/accounting procedures and policies.
2. Experience in end to end payroll functions and compliance reporting.
3. Excellent verbal and written communication skills and ability to negotiate and liaise with external agencies and stakeholders.

4. Demonstrated effective communications skills enabling payroll information to be understood by all levels across the City, from front line employees to the CEO.
5. A sound level of understanding of Local Government functions including ability to interpret the City's Industrial Agreements.
6. High quality and accurate presentation of advice both verbal and written, via all standard forms of business communication.
7. Well-developed Microsoft Office and payroll/financial management system skills, with TechOne experience highly regarded.
8. Excellent and accurate data entry skills.

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remain within a reasonable range of the original position.

REVIEWED BY: Manager People, Culture & Safety
DATE PD REVIEWED/APPROVED: 28 July 2026
