

## Position Description

<b>Job Title</b>	Payroll Officer	<b>Commencement</b>	18 May 2026
<b>Classification</b>	School Officer	<b>Salary</b>	\$88,364 to \$94,780 per annum (pro rata) DOE
<b>Job Type</b>	Permanent, Part-time	<b>Location</b>	Darwin, Northern Territory
<b>Website</b>	<a href="http://www.essington.nt.edu.au">www.essington.nt.edu.au</a>	<b>Contact</b>	Tania Johnson <a href="mailto:hr@essington.nt.edu.au">hr@essington.nt.edu.au</a>

## Context Statement

The Essington School (Essington) was established in 1989 and offers high quality childcare, preschool, early childhood, junior and senior school programs. The school is parent-led, non-denominational and co-educational with a reputation for innovation and high-quality learning outcomes at a national and international level.

Essington is committed to delivering a world class education built on a foundation of high standards and respectful relationships. We foster a culture of excellence, underpinned by our school values and a focus on achievement and wellbeing. In partnership with our community, we provide a comprehensive pathway from preschool to Year 12, ensuring our young people have every opportunity to reach their potential and engage positively in the world beyond.

## Position Objective

The Payroll Officer is responsible for the accurate and timely delivery of the school's payroll function. The role supports the Principal/Chief Executive Officer and Business Manager by ensuring payroll operations are compliant, efficient and aligned with legislative and organisational requirements.

## Position activities

- End-to-end payroll processing, including PAYG, superannuation, payroll tax and government reporting
- Maintenance of accurate employee data including commencement, variations and terminations
- Ensure compliance and data integrity across payroll functions
- Interpret and apply awards, agreements and legislation across multiple roles and classifications
- Reconcile and remit statutory payments; liaise with funds as required
- Submit Single Touch Payroll each cycle and manage year-end finalisation
- Administer WorkCover, parental leave and other statutory claims
- Maintain payroll general ledger mapping and support payroll reporting and audits
- Maintain the confidential employment records for all staff

### **Remuneration and Compliance**

- Under the direction of the Finance Manager, implement remuneration changes in a timely manner
- Provide remuneration advice when required
- Manage annual payroll compliance and reporting requirements, including submission of all required returns and reports
- Ensure compliance with employment legislation, industrial awards and enterprise agreements
- Assist with the preparation of compliance reporting for government agencies and accrediting bodies

### **Staff Relations and Support**

- Provide guidance on leave entitlements, workplace policies, and procedures
- Support initiatives that promote staff wellbeing and a positive workplace culture

### **Reporting and Records Management**

- Provide accurate payroll reports and statistical analyses on a periodic basis
- Ensure payroll information is accurate, current and securely maintained
- Manage confidentiality of all payroll and personnel information and arrange secure destruction where appropriate
- All other duties as directed by the Business Manager

## **Skills, Competencies, Values and Attributes**

### **Essential**

- Demonstrated experience in payroll processing
- Experience in interpreting modern awards and enterprise agreements and employment legislation
- Proficiency with payroll information systems
- Demonstrated high level of computer literacy and proficiency in the production of high-level work using software such as Microsoft Office applications and school administration software with the capability and willingness to learn new packages as appropriate
- High level of organisational, time and workload management skills, including the ability to prioritise workloads to meet strict deadlines
- Highly effective communication, customer service and interpersonal skills and the demonstrated ability to interact constructively and collaboratively with staff at all levels of the organisation
- Demonstrated ability to use initiative, assume responsibility for tasks and projects and to resolve problems
- Proven ability to prepare materials which are clear and coherent
- Ability to work in a team environment.
- Working with Children Clearance (WWCC) 'Ochre Card' - employment is conditional on compliance with the Care and Protection of Children Act (NT) 2007, as amended, and the accompanying regulations.
- National Police Clearance, maintained for the duration of employment

### **Desirable**

- Qualification in payroll or accounting
- Experience using Employment Hero Payroll or similar cloud-based payroll systems
- Experience working in a school environment

## Accountabilities

### Code of Conduct

- Ensure strict adherence to Staff and Student Appropriate Conduct
- Present and conduct self in a manner consistent with the school ethos and policies
- Be alert to and immediately challenging instances of harassment, prejudice and inequity
- Be alert to and acting upon instances endangering student safety
- Be punctual and diligent in playground and other supervisory duties
- Encourage students to meet expectations for appropriate behaviour
- Be courteous, firm, consistent and fair in dealings with students
- Challenge inappropriate behaviour and discipline students as appropriate
- Respond appropriately to breaches of the school's behaviour management and uniform policies
- Serve as a good ambassador of the school including strict adherence to staff dress code

### Confidentiality

- Maintain professional confidentiality concerning information regarding staff and/or students and their families

### Duty of Care

- Be responsible for providing a duty of care and normal learning environment for students at all times

### Compliance

- Be informed of Work Health and Safety Legislation and associated requirements
- Follow safe working procedures developed for the school
- Report any hazards identified throughout the school to the WHS Representative
- Ensure all documentation is prepared and presented in accordance with the school's Style Guide

## Reporting

- The Payroll Officer reports to the Finance Manager
- The Finance Manager reports to the Business Manager with overall accountability to the Principal/CEO

## Appointment Conditions

- This role is a part-time position and will require attendance in accordance with school operational requirements, particularly in relation to payroll processing cycles
- This role is a minimum of 20 hours per week
- Working days and hours will be agreed with the successful candidate based on operation needs
- Superannuation Guarantee contributions at the current rate of 12% will be paid by the school in addition to salary
- The Essington School offers employment benefits, including reduced tuition fees for staff children

This Position Description outlines the primary responsibilities of the role and may be varied from time to time to meet the operational needs of the school.

Applications must include a detailed resume and a one-page summary addressing your suitability to the position.