



ST PATRICK'S COLLEGE
TOWNSVILLE

POSITION DESCRIPTION PAYROLL OFFICER

THE COLLEGE

St Patrick's College Townsville is a Catholic and Independent Secondary Girls' College with a proud tradition of excellence in the education of young women. Responsibility for the governance of the College rests with a Governance Board of Directors and with Mercy Partners, a canonical body which governs Mercy ministries in Queensland. Located on The Strand in Townsville, we endeavour to nurture our students, who are both boarders and day girls, in becoming women of independent spirit and compassion, within an environment that promotes excellence, creativity and leadership.

OUR VISION

St Patrick's College Townsville ignites a passion for knowledge, wonder and curiosity, empowering all to be courageous and compassionate.

GENERAL INFORMATION

Position Information

Position Title:	Payroll Officer
Classification:	Level 4
Status	Continuing
Employment Type	Part-Time
Agreement:	Catholic Employers Single Enterprise Collective Agreement Religious Institute Schools Queensland 2023-2026
Team/Department	Administration
Reports To:	Human Resources Manager

Employment Information

Employer	St Patrick's College Townsville
Location	45 The Strand, North Ward Qld 4810

Further Information

For further information about the role, please contact hr@stpatscollege.qld.edu.au

PURPOSE

The role provides accurate, timely, and compliant payroll services in accordance with the Catholic Employing Authorities Single Enterprise Collective Agreement, relevant legislation, and internal College policies. Responsibilities include end-to-end payroll processing, reconciliation, compliance reporting, and responsive service to staff, always ensuring confidentiality and professional standards. The role also provides redundancy support for the Accounts Receivable function.

QUALIFICATIONS/REQUIREMENTS OF THE ROLE

Requirements of the Role

- Current Queensland Working with Children Clearance (Blue Card).
- Demonstrated end-to-end payroll experience, including interpretation of enterprise agreements and awards.
- Strong organisational, interpersonal and communication skills with high attention to detail and numerical accuracy.
- High proficiency in Microsoft Excel and digital literacy; ability to operate HRIS/payroll systems.



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- Ability to manage competing priorities, meet strict deadlines, and exercise discretion/confidentiality in a dynamic environment.

Preferred Qualifications of the Role

- Certificate IV or Diploma in Payroll, Business, or Accounting (desirable).
- Experience in a school or education setting.
- First Aid & CPR Certificate (or willingness to obtain).

FACTORS OF THE ROLE

Knowledge Application

- Applies organisational, procedural and policy knowledge to deliver accurate payroll services and maintain HRIS records.
- Interprets statutory, regulatory and policy frameworks to resolve payroll queries and ensure compliance with the Enterprise Agreement.
- Utilises specialist payroll expertise to classify positions, calculate entitlements, and administer superannuation and taxation requirements.

Accountability

- Develops plans and objectives for payroll cycles, reconciliations and compliance submissions in accordance with College and legislative requirements.
- Coordinates competing requests and priorities, managing workflow to ensure timely and accurate payroll processing.
- Provides professional and policy advice on payroll matters, contributing technical expertise to support College outcomes and compliance.

Scope and Complexity

- Manages a range of payroll activities including commencements, increments, allowances, terminations and back pay, requiring analysis and judgement.
- Applies available information and selects appropriate methods to resolve payroll exceptions and ensure accurate reconciliations.
- Interprets and analyses Enterprise Agreement clauses, leave accruals and payroll corrections, exercising sound judgement to address complex scenarios.

Guidance

- Works independently within established guidelines, progressing payroll activities and meeting defined standards.
- Determines tasks and deadlines in consultation with the Human Resources Manager to ensure compliance with payroll cut-offs and reporting requirements.
- Applies detailed policies and professional guidelines, exercising discretion to tailor processes and documentation for payroll corrections and reconciliations, seeking guidance for unfamiliar or complex issues.

Decision Making

- Makes decisions on payroll matters, including adjustments to allowances and increments, independently and in accordance with College policies.
- Exercises judgement to tailor work methods and interpret procedures, escalating complex or non-routine issues as required.



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- Provides information and advice to leaders and staff, supporting decision-making and compliance within established frameworks.

Problem Solving

- Identifies and implements checks and reporting routines to resolve payroll variances, referring complex issues for further guidance.
- Develops and applies work methods to address unfamiliar payroll issues, using initiative and established guidelines.
- Conducts analysis for payroll discrepancies, adapting processes to maintain accuracy and prevent recurrence, with escalation only as required.

Contacts and Relationships

- Communicates effectively with staff, leaders and external stakeholders to provide advice on entitlements, accruals and payroll timelines.
- Liaises with stakeholders to resolve payroll queries and clarify complex matters, ensuring responsive and accurate service.
- Delivers quality advice and guidance within the payroll function, supporting staff confidence and compliance.

Negotiation and Cooperation

- Applies tact, discretion and persuasion to resolve payroll discrepancies and clarify Enterprise Agreement interpretations.
- Negotiates practical solutions to contentious or complex payroll matters, maintaining trust and transparency.
- Cooperates with HR, Finance and other teams to align payroll processes and support continuous improvement.

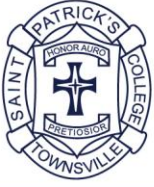
Management Responsibility/Resource Accountability

- Hold no direct supervisory responsibility.
- Coordinates inputs such as timesheets and approvals, checking quality and accuracy of payroll data.
- Provides procedural guidance to colleagues on payroll forms, HRIS steps and cut-off requirements.
- Maintains direct responsibility for verifying and reconciling payroll-related payments and invoices, ensuring all transactions comply with established College guidelines and procedures.

TYPICAL DUTIES

The typical duties of the role may include:

- Administer end-to-end payroll processing for all College staff, ensuring accuracy and compliance with the Enterprise Agreement, Fair Work legislation, and College policies.
- Maintain and update employee records in the College's HRIS and payroll systems, including commencements, changes, increments, allowances, and terminations.
- Prepare and reconcile payroll-related payments, including superannuation, taxation, and statutory obligations, ensuring all transactions are verified and compliant.
- Respond promptly and professionally to payroll queries from staff and leaders, providing accurate advice on entitlements, leave, and payroll processes.
- Generate and submit statutory and compliance reports (e.g., Single Touch Payroll) in accordance with legislative and College requirements.
- Conduct regular audits and reconciliations of payroll data, identifying and resolving discrepancies to maintain data integrity and support audit processes.



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- Perform any other reasonable administrative or operational support duties as directed by the Human Resources Manager or College Leadership Team, to ensure effective workflow and contribution to broader College operations.

For a comprehensive overview of the operational responsibilities associated with this role, refer to Duties Statement attached to this Position Description.

GENERAL EXPECTATIONS OF STAFF

- To support and contribute to the Strategic Plan and Mission of the College: to provide an inclusive, joy-filled education that promotes fullness of life and nurtures excellence in learning.
- To dress, act and communicate in a professional manner that upholds the reputation of St Patrick's College Townsville.
- To adhere to the Workplace Health & Safety and Risk Management practices of the College.
- To seek opportunities for professional development within identified areas of strategic focus within the College, including the on-going development of ICT skills.
- To attend staff meetings as arranged by the College Leadership Team.
- To maintain confidentiality and not denigrate the College in any way.

DUTIES AND EMPLOYMENT CONDITIONS

All staff at St Patrick's College Townsville are employed under Catholic Employing Authorities, Single Enterprise Collective Agreement – Religious Institute Schools of Queensland 2023 - 2026, which provides information in relation to levels of remuneration, leave, expected duties and work practices.

The College reserves the right to alter roles and responsibilities at any point in time.

ST PATRICK'S COLLEGE TOWNSVILLE – COMMITMENT TO CHILD SAFETY

St Patrick's College Townsville is committed to child safety. As educators, we strive to provide a safe, happy, and empowering environment that builds confidence, resilience, and self-esteem. We foster respectful and caring relationships between staff and students, ensuring positive interactions that contribute to the overall wellbeing of every child.

We support and respect every child, as well as our staff and volunteers, and we are committed to their safety, participation, and empowerment. The College has a zero-tolerance approach to child abuse. All allegations and safety concerns are treated with the utmost seriousness and addressed in line with our regularly reviewed policies and procedures, which are available on our website. We recognise our legal and moral obligations to notify the appropriate authorities when concerns for a child's safety arise, and we provide clear processes for students, families, and staff to raise concerns or offer feedback.

St Patrick's College Townsville is dedicated to preventing child abuse and identifying risks early in order to remove or reduce them. We work proactively with student and parent stakeholders, delivering educational programs which ensure risk and rights consciousness. We maintain robust human resources and recruitment practices for all staff and volunteers, and we are committed to providing regular training and education to our community on child safety and abuse prevention.

We uphold the cultural safety of children from culturally and linguistically diverse backgrounds, and we are dedicated to providing an inclusive and safe environment for children with disability. We are also committed to ensuring that



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Aboriginal and Torres Strait Islander students in our care are supported to maintain their cultural identity and connections with family and community.

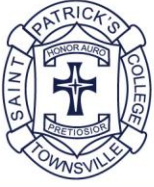
Through strong policies, procedures, and training, our leadership team, staff, and volunteers are equipped to uphold these commitments and ensure the safety and wellbeing of all children in our care.

Position Description approved by:

KATH LITTLE
College Principal

I have read and accept the position of Payroll Officer as set out above.

NAME	
SIGNATURE	
DATE	



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DUTY STATEMENT PAYROLL OFFICER

This Duty Statement is to be read in conjunction with the Payroll Officer Position Description. It provides further detail on the capabilities and key responsibilities associated with the role.

CAPABILITIES

- Comprehensive knowledge of payroll legislation and Fair Work requirements.
- High-level accuracy and attention to detail in calculations and data entry.
- Ability to maintain confidentiality and exercise discretion.
- Strong communication and interpersonal skills for liaising with staff and external agencies.
- Proficiency in payroll software, HRIS, and Microsoft Office applications.
- Effective time management and ability to meet strict deadlines.

KEY DUTIES

Payroll

- Prepare and process end-to-end fortnightly payroll for teaching staff, non-teaching staff, and coaches.
- Ensure accurate payment of all employees in accordance with contracts, the Enterprise Agreement, awards, and legislation.
- Maintain accurate payroll and human resource records, including commencements, terminations, variations, allowances, loadings, increments, step increases, and reclassifications.
- Calculate and process annual leave and long service leave accruals, entitlements, and payments.
- Process, monitor, and reconcile paid parental leave and government-paid parental leave.
- Calculate termination payments in accordance with statutory requirements.
- Process increases and calculate back payments as required.
- Ensure all payroll variations are properly authorised and processed within required timeframes.
- Manage Single Touch Payroll (STP) reporting and ensure compliance with ATO guidelines.
- Administer PAYG withholding and ensure salary packaging amounts are paid accurately and by due dates.
- Liaise with superannuation funds and staff, ensuring superannuation contributions are correct and submitted by statutory deadlines.
- Manage, investigate, and respond to payroll enquiries, providing accurate advice on legislation, taxation, entitlements, and employee benefits.
- Ensure timely submission of all leave applications and follow up as required; maintain a calendar of approved leave for the College Leadership Team to support workforce planning.
- Interpret and apply awards, the Enterprise Agreement, and employment contracts accurately.
- Maintain payroll records, ensuring secure storage, timely archiving, and compliance with privacy legislation.
- Stay abreast of legislative and regulatory changes affecting payroll compliance, ensuring payroll systems, processes, and reporting remain accurate, compliant, and up to date.
- Collaborate with the Management Accountant to ensure payroll and clearing accounts are reconciled.
- Prepare and remit fortnightly superannuation payments and salary deductions by the due date. Finalise Single Touch Payroll (STP) for the financial year by lodging the STP finalisation declaration with the ATO.
- Reconcile year-to-date payroll totals, including wages, PAYG withholding, superannuation, and allowances.
- Lodge STP update events if any corrections or late adjustments are required.
- Reconcile STP-reported amounts with internal payroll and accounting records.
- Identify opportunities to streamline payroll processes and improve efficiency.
- Provide administrative support to the Human Resources Manager as required.



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Other

- Provide redundancy/backup for the Accounts Receivable function, including receipting, debtor administration, and responding to parent/guardian billing enquiries.
- Assist with routine finance tasks, reconciliations, and administrative workflows as required.
- Perform any other reasonable administrative or operational support duties as directed by the Human Resources Manager or College Leadership Team, to ensure effective workflow and contribution to broader College operations.

The College reserves the right to alter roles and responsibilities at any point in time.

Duty Statement approved by:

KATH LITTLE
College Principal

I have read and accept the duties as set out above.

NAME	
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