



POSITION DESCRIPTION

Position Title:	Trainee Payroll Officer
Department:	Payroll Seasonal Worker and Labour Hire Services

ORGANISATIONAL INFORMATION

MADEC, a not for profit organisation, is a provider of Employment Services, Education and Training, Labour Hire and Harvest Labour services across multiple states. With over 40 years of history, MADEC aims to deliver service excellence in the four pillars of its business operation.

Working in accordance with the guidelines set down by the Government, our business operation is focused on gaining successful employment outcomes for our clients. This is achieved by working with our clients to ensure we understand their barriers to employment, upskilling and providing training solutions, sourcing work opportunities via labour hire, harvest or by partnering with business and industry stakeholders to secure sustainable work options for our clients.

PRIMARY PURPOSE OF ROLE

The main focus of this position is to provide administrative assistance and customer service support to the Payroll Officers and team, and staff involved in labour hire and seasonal worker program.

Direct Reports to this Role

Total Number of Reports

Nil	Nil
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Key Relationships

Internal	Reports on a day to day basis to the Payroll Team Leader Support Manager and all staff as required
External	Employees Clients Agencies

KEY RESPONSIBILITIES / DUTIES**Payroll - General**

Filing of all payroll related documents

Set up of employee online personnel files

Ensure timely and accurate day to day administrative support to the Payroll team and other staff as required

Set up employee and host in CHIP

Provide Timesheet data entry assistance on an ad-hoc basis

Ensure all pack documents are received and uploaded accurately into MADEC systems, and CHIP in a timely manner

Create and maintain document checklists for MADEC documents

Maintain an accessible audit trail for all auditable and relevant documents and files

Assist with the coordination of emails/mail outs and correspondence to Clients and employees

Assist Manager with ad hoc reporting requests, typing of correspondence, setting up meetings, and compiling data and information as required

Gathering of information as required

Ensure that regular Visa checks are recorded for all employees

Maintain Account Manager details in CHIP, against relevant Host

Maintain Current Host details in CHIP

Maintain Current employee details in CHIP

Other general administrative tasks as directed by the team

Assisting with payslip distribution

Assisting with report distribution

Ensure that inactive clients are removed from CHIP

Ensure records are kept in line with legislative requirements

Report all issues to relevant departments or internal staff members with a sense of urgency

Collate and Verify timesheets have been provided and approved by appropriate manager or authorised delegate.

Ensure confidentiality is maintained at all times.

Participate in payroll projects as required.

Apply for TFN upon arrival to Australia - enter into CHIP when received

Assist with audits.

Corporate responsibilities

Contribute to the achievement of the goals as outlined in the Strategic Plan and the overall objectives of the organisation.

Participate fully in staff appraisal and professional development review processes.

Comply with all Work, Health, Safety and Environmental system requirements which provide a safe and healthy work environment, free from sexual harassment and discrimination.

Adhere to MADEC's policies and procedure and "Code of Conduct" for employees.

Participate in the Continuous Improvement of the Integrated Management System by assisting with identifying, correcting, monitoring and evaluating activities to improve internal and external customer service.

Participate in managing and complying with injury management practices with the aim of early return to work in all cases.

Qualifications and Experience:

	Essential	Desirable
Qualifications		
Experience:		
Skills:	<p>Exceptional attention to detail.</p> <p>Well-developed interpersonal oral and written skills.</p> <p>Strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing tasks.</p>	

Competencies*All employees must:*

Adaptable	<p>Maintain focus and productivity in changing environments, responsibilities and people.</p> <p>Remain positive in the face of change, take steps to recognise need for change and understand and support changes as we strive for business excellence.</p>
Accountability	<p>Accept responsibility for own actions and decisions and demonstrates commitment to accomplish work in an ethical, efficient and cost-effective manner.</p>
Communication	<p>Communicate effectively and transparently.</p> <p>Engage and inspire other through clear oral and written communication.</p>
Customer focus	<p>Ensure our internal and external customers/clients are at the forefront of our minds in all that we do.</p> <p>Act in the best interest of our customers/clients by working with them to understand their needs and to build mutual respect that leads to mutually beneficial outcomes.</p>
Integrity	<p>Be authentic.</p> <p>Maintain personal credibility and uphold ethical standards.</p> <p>Fosters respect for all individuals and points of view.</p> <p>Interacts appropriately with all members of the workforce, clients and business and community partners without regard to individual characteristics.</p>
Team Work	<p>Work cooperatively and effectively with others to achieve department and organisational goals.</p> <p>Participate in building group identity characterised by trust, pride and commitment.</p> <p>Build strong intra and inter department relationships and partnerships to ensure business success.</p>

Accountability

We do what we say we will do and are responsible for our actions.

Authenticity

We remain true to our core purpose. We are honest, trustworthy and transparent.

Courageousness

We act ethically and stand up for what is right, just and fair.

Passion

We believe in what we do and will not waver in our commitment to achieving expected outcomes.

Inclusiveness

Everyone matters, we are “all” community.

Excellence

We are committed to continuous improvement in all we do.

Position Description reviewed by:

Employee Name:	L.Williams	Title:	HR Manager	Date:	26/07/19
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Employee acknowledgement of Position Description:

Employee Name:		Signature:		Date:	/ /
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Please provide copy of Position Description to employee.
Employee to sign and return to Human Resources.