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Temporary Role Profile

Position Title	Payroll Officer
Position Number	New
Type of Employment	Part Time
EFT	0.8EFT
Status	Fixed Term to 30 June 2026
Division	Finance, Facilities, ICT & Data
Unit and Team	Finance Unit
Enterprise Agreement and Classification	Victorian Stand-Alone Community Health Services(Health and Allied Services, Managers and Administration Officers) Multiple Enterprise Agreement 2022-2026. Grade 3
Reports To	Senior Payroll Officer
Primary Location All staff are required to travel between sites	TBC – Sunbury or Broadford

New Co

From 1 January 2026, Sunbury and Cobaw Community Health and Nexus Primary Health will merge to form a new, unified not-for-profit community health organisation.

This decision follows an extensive exploration process that confirmed the merger will improve access to safe, high-quality, and sustainable health and community services across the Hume, Macedon Ranges, Mitchell, Murrindindi and Strathbogie local government areas.

The new organisation will bring together the deep community connections, shared values and specialist expertise of both entities. Services will span general practice, allied health, disability support, mental health, early childhood, family services, aged care and community wellbeing, delivered from sites in Broadford, Kinglake, Kyneton, Romsey, Seymour, Sunbury and Wallan, with additional outreach into surrounding communities.

As a community health organisation grounded in the social model of health, our multidisciplinary teams recognise the impact of social, economic, cultural and political factors on health and wellbeing. We work in partnership with individuals, families and communities to deliver person-centred, inclusive and culturally safe care.

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Scheduled Review: July 2026	Version No. 2.3

All employees contribute to our shared purpose by:

- Supporting community and individual health through health promotion, prevention, early intervention and place-based consultation
- Delivering care and services that reflect the diverse lived experiences of our clients
- Collaborating across teams to drive innovation, equity and continuous improvement
- Embodying the values of respect, inclusion, accountability and partnership

We are an equal opportunity employer and a health-promoting workplace, committed to building a diverse workforce and inclusive culture. We welcome applications from people of all cultural backgrounds, Aboriginal and Torres Strait Islander peoples, people with disabilities, those from the LGBTIQ+ community, and other underrepresented groups.

We are committed to the safety and wellbeing of children and vulnerable people and uphold a shared responsibility in the prevention of and response to family violence. All employees are required to meet relevant compliance and screening obligations as part of their employment.

Division, Unit and Team

This position sits within the **Finance, Facilities, ICT & Data Division**, which is responsible for strategically ensuring the long- term sustainability of the organisation. Included here are all resources used within the organisation and those that will be available in the future to enable the organisation to deliver its overall strategy, including those resources that enable us to continue delivering high-quality, client-centred services across all our locations.

The **Finance unit** is responsible for producing accurate financial information that will provide a true reflection of the organizations financial position, show whether service units are meeting budget and whether optimum use of financial resources is being made. The finance unit is responsible for day-to-day financial transactions, financial reporting, creating efficiencies and ensuring compliance with Australian Accounting Standards. The finance unit is responsible for accurate and timely payroll processing.

The role is part of the **Finance Unit**, that includes a group of professionals that have specialist knowledge and experience relating to finance, including, but not limited to budgeting, cash management, payroll, accounts payable and accounts receivable processing. The team works collaboratively to efficiently meet required deadlines and process financial reports to enable the organisation to make better financial decisions. The team operates across multiple sites and locations, and partners closely with other services within the organisation.

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Position Overview

With a good eye for detail, the Payroll officer will support the delivery of the organisation's payroll. This role must work diligently, accurately and in a timely manner, ensuring that payroll remains compliant.

This role will support the organisations payroll function, by assisting in processing payroll, maintaining payroll records and a range of payroll related activities under the guidance of the Senior Payroll Officer. This role will provide responsive and professional customer service to internal and external stakeholders, fostering collaborative relationships across the organisations divisions to support high-quality client service outcomes. This role will continuously seek opportunities to improve payroll processes and contribute to a culture of accountability and operational excellence. This role will also support the organisation in the alignment of the payroll function.

Positions reporting to this role are:

Nil

Internal relationships include:

Staff within division and unit

Executive

Service unit managers and team leaders

Frontline staff

External relationships include, and are not limited to:

External Payroll Provider

Contractors/suppliers

Auditors

Budget and resource management:

No budget responsibility

Duties and Responsibilities

- Support payroll processing on fortnightly basis to ensure accurate payment to employees, and a back up for the Senior Payroll Officer when required.
- Liaise with external provider to ensure accurate and timely payment to employees and ensure changes required are processed
- Liaising with Manager P&C, Manager Finance, and other leaders regarding relevant changes to pay, including Agreement-mandated changes
- Processing of Superannuation payments via clearing house on monthly basis
- Supporting employee queries with payroll enquiries.
- When required, processing termination payments

- When required, processing ad hoc and out of cycle payments
- Supporting manual processing of dual contract employees
- Processing mandated Government Paid Parental Leave payments
- Preparing relevant payroll processing folders and reports
- Keeping accurate payroll records for audit purposes
- Support the organisation in the alignment of the payroll function for the new organisation.
- Support the payroll function, including administration tasks, payroll processing and closing of payroll
- General filing and administrative duties
- Other duties as required to achieve position specific or organisational objectives

Key Selection Criteria

Essential

1. Demonstrated understanding of and commitment to delivering services that are person-centred, inclusive and responsive to the diverse needs, backgrounds and lived experiences of clients, including Aboriginal and Torres Strait Islander peoples, people with disabilities, LGBTIQ+ communities, and culturally and linguistically diverse populations.
2. Proven ability to work collaboratively with colleagues across diverse teams to provide high-quality, timely and accurate payroll information and support.
3. Experience in a payroll role that includes payroll processing and providing responsive and professional support to staff.
4. Demonstrated commitment to continuous improvement and/or the use of innovation to create efficient and sustainable work processes.
5. An ability to prioritise conflicting tasks ensuring deadlines are met.
6. A clear understanding of confidentiality and privacy requirements.
7. Knowledge of Microsoft Office Suite software, including intermediate knowledge of Excel.

Desirable

1. Payroll experience in the not-for-profit sector.
2. Experience in the use of Micropay, Payroll Metrics, or other payroll software

Qualifications and Registration

1. Relevant payroll experience is required.
2. Must hold current National Criminal History Check (NCHC), NDIS Worker Screening check and valid Working with Children Check (WWCC).
3. Must hold current Victorian Driver's Licence.

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Acknowledgement

I hereby accept and agree to the duties in this Temporary Role Profile. I understand that this Role Profile is to be read in conjunction with my Letter of Appointment and agree to abide by the terms and conditions stipulated therein.

This Role Profile has been developed as an interim document to support the organisational change process associated with the merger of Sunbury Cobaw Community Health and Nexus Primary Health. A final Position Description will be provided following the completion of the merger.

Name	Please print
Signature	Incumbent
Date	