



MASTEC®

PAYROLL & HR OFFICER

JOB & PERSON SPECIFICATION

JULY 2020



Position Description

SUMMARY OF POSITION

The role is responsible for ensuring the accurate and timely processing of payroll transactions along with meeting key statutory and compliance obligations. It is a highly people-focused role which requires strong collaboration, communication and interpersonal skills with a current and up to date working knowledge of industry awards, legislation and industry trends.

KEY DUTIES AND RESPONSIBILITIES

1. Payroll Processing

- Efficient, accurate and timely processing of weekly and fortnightly payrolls.
- Preparing and issuing payslips
- Timely and accurate processing of labour hire invoices
- Efficient, accurate and timely calculation and processing of statutory commitments, including but not limited to superannuation, payroll tax and Work Cover
- Timely and accurate management of year end reporting obligations (ATO, Work Cover etc)
- Preparing third party payroll related transactions (ie Child Support payments)
- Resolve issues and answer payroll related queries
- Monthly reconciliation of payroll accounts and processing of leave accruals
- Providing accurate and timely reporting of payroll costings as requested by Business Units
- Other payroll processing tasks as defined by the Finance Manager

2. Payroll Administration

- Management of employee records ensuring completeness and accuracy of records
- Efficient, accurate and timely processing of employee commencements, absences, leave, change in employee details and employee exits
- Timely and accurate management of MASTEC leave calendar
- Other payroll administration tasks as defined by the Finance Manager

3. Work Cover

- Maintain register of injuries
- Accurate and timely completion of monthly reconciliation of Work Cover payments
- Liaise with Return to Work Coordinator as required
- Work with supervisors / line managers to manage the return to work processes and procedures
- Other Work Cover administrative tasks as required by the Finance Manager

4. Human Resources

- Creation and maintenance of employment policies and procedures
 - Creation and maintenance of OHS policies and procedures
 - Aiding in the recruitment of new employees
 - Developing, in conjunction with line managers, adequate induction and training programs
 - Support and encourage employee professional development
 - Aiding in employee succession planning
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- Where required, assist with employee performance reviews. As per company policy, ensure line managers are trained in conducting reviews
- Review and streamline position descriptions, ensuring current staffing requirements are met and that the roles can meet future growth demands
- Conduct exit interviews and recommend changes where required
- Aid in the preparation of payroll budgets
- Ensure the organisation's HR policies and procedures conform to regulatory requirements.
- Where required, conduct investigations and maintain records. For any investigations, collate data and brief proprietors in any matters which might result in a hearing
- Maintain human resource records
- Provide guidance to all employees when interpreting awards, enterprise agreements and HR Policies
- Advise and support line managers on workplace legislation, employment law and awards, ensuring complaints are dealt with in a consistent, timely and efficient manner; counselling employees and supervisors where required
- Other human resource projects and initiatives as defined by the Financial Controller and Proprietors

3. Management Reporting

- Developing ad-hoc financial and operational reporting as needed for payroll
- Creating monthly leave balance reports for line managers

4. Other

- Additional duties as required by the Financial Controller and proprietors

SPECIAL CONDITIONS

- Some out of hours work will be required from time to time.
- Liaising with external bodies' offsite will be required from time to time.

REPORTING RELATIONSHIPS

- The position reports to the Senior Accountant for payroll and Financial Controller for HR matters
- The position has nil direct reports
- The position will have close working relationships with the senior management team and proprietors

KPI'S

- Month end close process completed accurately within agreed month end close timetable
- Daily and Weekly management reporting completed accurately within agreed timetable
- Payroll processes completed accurately within required timeframes
- All statutory payments reconciled and met within lodgement timetables

ESSENTIAL CRITERIA

Educational/Vocational Qualifications

- Preferable relevant tertiary qualification

Technical Knowledge/Skills

- Advanced knowledge of payroll systems
- Intermediate knowledge of Work Cover legislation
- Intermediate knowledge of accounting software
- Intermediate Excel knowledge and skillset
- Strong numeracy skills
- Good analytical skills and an ability to identify and solve problems

- Ability to interpret and apply industrial and enterprise agreements. Knowledge of National Employment Standards
- Current understanding of HR practices and legal obligations
- Experience in Human Resource administration, knowledge and experience of recruitment

Personal Skills/Abilities

- Strong attention to detail – ability to interpret data and review
- Strong organisational skills - works through structure and disciplined approach to delivering outcomes
- Strong communication skills - ability to influence decision making through providing clear and concise insights into financial results
- Ability to prioritize and multitask effectively
- Ability to exercise initiative
- Continuous improvement – challenges existing processes and methodologies to deliver efficient and effective processes
- Strong work ethic and respect for confidentiality
- Collaborative and adaptive work style

DESIRABLE CRITERIA

- Past MYOB experience
- Previous experience in a manufacturing environment



HOW TO APPLY

Applications should be addressed to Andrew Reed. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call Andrew or Christian Gaszner on (08) 8100 8849.

Please Note

Your application will be automatically acknowledged by a return email.