



New South Wales Nurses and Midwives' Association

## POSITION DESCRIPTION

**Position:** Payroll Administrator

**Team:** Employee Relations & Payroll

**Reports to:** Payroll Coordinator

**Key relationships:** ER & Payroll Manager, ER Officer, ER Administration Assistant, Payroll Coordinator and Finance team

**Hours of work:** Part Time (4 days per week) in accordance with the New South Wales Nurses and Midwives' Association (NSWNMA) Employment Enterprise Agreement

**Salary range:** Admin Band 3, Level 1-5

### Vision Statement

The New South Wales Nurses and Midwives' Association (NSWNMA) is a strong, influential union of members respected as a contemporary leader in society for its innovation and achievements.

### Our Values

The NSWNMA conducts itself with **integrity** and **courage**, demonstrating **creative** and **innovative approaches**. The NSWNMA will be an authoritative advocate on behalf of the nursing and midwifery professions, as well as for the community in advancing a world-class, well-funded, integrated health system, based on a clear and considered vision for the future.

The NSWNMA will demonstrate **ethical** and **respectful behaviour** in its interactions with other organisations and society, whilst ensuring its own workplace is **cohesive, fair** and **dynamic**, embracing shared union beliefs.

### Position Overview:

To provide payroll functions for the NSWNMA and Australian Nursing and Midwifery Federation NSW Branch.

### Key Responsibilities:

- The accurate and timely running of the fortnightly payroll autonomously using Micropay Meridian and ConnX.
- Reconciliation of attendance sheets with online leave applications
- Calculating and paying payroll tax and PAYG tax.
- Calculating and maintaining superannuation contributions
- Calculate and maintain all leave liabilities and accruals including annual, long service leave, RDO, Time In Lieu etc.

- Reconciliation of monthly payroll accounts.
- Ability to answer payroll enquiries and provide quality customer service.
- Process End of Year reports and Payment Summaries.
- Work closely with Payroll Coordinator to improve data capture and processing efficiencies between payroll and the ER system.
- Ability to interpret the NSWNMA Enterprise Agreement, policies and Statutory Legislation.
- Provide leave coverage for the Payroll Coordinator as required.

**Selection Criteria:**

**The successful candidate should demonstrate exceptional skills in the following:**

- Micropay Meridian
- Excel
- 3-5 years experience in a payroll role with the ability to work autonomously and the ability to complete all facets of the payroll function with minimal supervision
- Ability to work under pressure and to meet strict deadlines
- Must be numerate, analytical and have excellent attention to detail
- Must be task focused, reliable, energetic and positive and keep accurate, confidential records
- Excellent written and verbal communication skills
- The ability to work as part of a team as well as autonomously
- Ability to respond to payroll matters in a proactive manner
- Experience using ConnX is desirable

I have read and understand the requirements of this position. I agree to undertake the responsibilities as set out in the position description.

Employee's signature:

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Date:

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