

Position Description	
<b>Position Title:</b>	Senior Payroll Officer
<b>Location:</b>	Bendigo
<b>Term:</b>	Ongoing Full-time (38 hours per week)
<b>Classification:</b>	SCHADS Award Level 4
<b>Reports to:</b>	Strategic Finance Manager

## Overview of DJAARA

Dja Dja Wurrung Clans Aboriginal Corporation (DDWCAC), trading as DJAARA, actively works to progress the aspirations of the Dja Dja Wurrung People. It is incorporated under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act) and is regulated by the Office of the Regulator of Indigenous Corporations (ORIC). Established in 2004, the principal objectives and responsibilities of the corporation are to:

- Promote the health and wellbeing of the Dja Dja Wurrung People.
- Protect and promote the laws, culture, property rights and human rights of the Dja Dja Wurrung People.
- Exercise rights under the Recognition and Settlement Agreement on behalf of the Dja Dja Wurrung People.

In 2013, Dja Dja Wurrung People entered a Recognition and Settlement Agreement (RSA) with the State of Victoria, which formally recognises the Dja Dja Wurrung People as the Traditional Owners for part of central Victoria. Dja Dja Wurrung People nominated DDWCAC as the 'Traditional Owner Group Entity' to hold and manage the settlement on behalf of Dja Dja Wurrung People.

DJAARA is also a Registered Aboriginal Party under the Victorian Aboriginal Heritage Act 2006. Dja Dja Wurrung Enterprises Pty Ltd, trading as DJANDAK, operates as the commercial arm of Dja Dja Wurrung. Together, DJAARA and DJANDAK comprise the Dja Dja Wurrung Group.

## Primary Purpose of the Position

The Senior Payroll Officer is responsible for managing and delivering accurate, timely, and compliant payroll services for the organisation. The role has primary accountability for payroll compliance, award interpretation, statutory reporting, and payroll system integrity. The position can also provide operational support to Accounts Payable and Accounts Receivable functions to ensure continuity of finance operations and contributes to ongoing system and process improvements.



## Accountabilities

### **Payroll Management and Compliance:**

- Manage end-to-end payroll processing, ensuring accuracy and compliance with Awards, Fair Work legislation, taxation requirements, and organisational policies.
- Interpret Awards, agreements, and employment conditions to ensure correct application of pay rates, allowances, leave, and entitlements.
- Act as the escalation point for complex payroll matters and provide authoritative advice to employees and management.
- Prepare and reconcile payroll-related accounts including salary control accounts, PAYG, superannuation, and leave provisions.
- Ensure compliance with Single Touch Payroll (STP) reporting and statutory lodgement requirements.
- Process and review quarterly superannuation return and other statutory obligations.
- Prepare payroll reports for management, audit, and compliance purposes.

### **Systems and Process Improvement:**

- Maintain payroll systems and ensure data integrity and appropriate controls.
- Identify and implement improvements to payroll processes to enhance efficiency, accuracy, and compliance.
- Work closely with the Systems Accountant and Finance leadership on system upgrades and enhancements.

### **General Ledger & Financial Support:**

- Prepare payroll-related journals and assist with general ledger reconciliations.
- Support month-end and year-end payroll reconciliation processes.
- Provide supporting documentation and explanations for internal and external audits.
- Assist in maintaining payroll-related accounting policies and procedures.

### **Training and Guidance:**

- Provide technical guidance and on-the-job support to payroll staff and new team members in relation to payroll processing and compliance requirements.
- Provide responsive, professional support to managers and staff on payroll-related matters.

### **Other Duties:**

- Assist with Accounts Receivable and Payable invoicing and follow-up activities as required.
- Ensure all supporting documentation is attached and maintained for audit readiness.
- Any other duties in the scope of this role and to support the Finance Team.

### **Key Selection Criteria**

- Minimum 3 years' experience independently managing complex payroll functions.
- Advanced knowledge of payroll legislation, Award interpretation, and compliance obligations.
- Demonstrated experience in payroll reconciliations and audit support.
- Experience supporting Accounts Payable and Accounts Receivable functions.
- A valid Police Check and Working with Children Check
- Experience in Employee Connect and KeyPay preferred but not essential.
- High-level proficiency in payroll systems and Microsoft Excel.
- Strong attention to detail and accuracy.



- High ethical standards and personal integrity.
- Ability to manage competing priorities with minimal supervision.
- Excellent communication skills with the ability to explain complex payroll matters clearly.
- Genuine appreciation and respect for Aboriginal people and their culture.

#### Personal Attributes

- Unwavering commitment to progress the aspirations of the Dja Dja Wurrung Clans.
- High ethical standards, personal integrity, and strong self-motivation.
- Proven ability to create and maintain trust, respect, and confidentiality.
- Commitment to safe work practices and organisational values.
- Capacity to lead, accept direction, and work collaboratively as part of a team in a multi-skilled, multi-cultural working environment.

CONTACT	
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