



Mansfield Shire

Position Description

Payroll Officer

High Country, Lakes and Rivers



Payroll Officer

Vision - Together we work with our community to make Mansfield Shire an even better place.

Mission - As one team, we plan, engage, communicate and deliver for our community

Position Number	Classification	Date
36.1	Band 5	September 2026
Unit	Enquiries	Status (FTE)
Business & Finance	Financial Controller	0.6

Position Overview

The Payroll Officer is responsible for assisting and delivering in the efficient and effective management of Council's payroll activities in line with policy, statutory and professional standards.

The position will support and deliver desired outcomes across all areas of the payroll function.

Key Accountabilities

- ▶ Management and administration of Payroll, including:- maintenance of payroll records and processing of fortnightly payroll.
- ▶ Calculation of salaries of the Defined Benefits Scheme, ensuring accurate data is sent to Vision Super and appropriate deductions made from relevant staff's fortnightly pay.
- ▶ Superannuation fund payments and remittances.
- ▶ Liaison with People and Culture staff and relevant statutory bodies to ensure accurate payroll entitlements, in line with the current Enterprise Agreement, are provided for.
- ▶ Liaise with relevant managers regarding pay entitlements.
- ▶ Liaise with employees regarding payroll enquiries and payroll related matters.
- ▶ Calculation of salaries for contract/ senior staff and staff on annualised salaries.
- ▶ Calculation and implementation of Enterprise Agreement pay increases.
- ▶ Calculation of backpay and higher duties.
- ▶ Fortnightly and monthly reconciliation of payroll including taxation, salary sacrifice, superannuation, rate and other deductions.
- ▶ Liaison with other Local Government bodies/ eligible organisations regarding transfer of LSL entitlements for staff transferring in and out.
- ▶ Payroll End of Year procedures, including annual reconciliations, the preparation of PAYG and payroll finalisations, and STP reporting to the Australian Taxation Office.
- ▶ Preparation and processing of payroll related accounts payable creditors, including superannuation, deductions and liabilities.

Organisational Relationship

Reports to

- ▶ Financial Accountant

Supervises / Manages

- ▶ Nil

Internal Liaisons

- ▶ All other staff

External Liaisons

- ▶ Local Government Victoria
- ▶ Statutory Agencies

Specialist Knowledge and Skills

Knowledge of:

- ▶ Departmental services functions.
- ▶ Payroll and relevant conditions as set out in the Enterprise Agreement.
- ▶ Fair Work statutory requirements related to payroll.
- ▶ Accounts payable systems and procedures.
- ▶ Associated accounting systems.
- ▶ Council's systems and procedures.

Skills and Competencies

- ▶ Resource management skills and the ability to manage time.
- ▶ Ability to use initiative within specified guidelines to ensure effective and efficient delivery of set objectives, within set timetables.
- ▶ Microsoft Office Suite software including Excel and Word.
- ▶ Well developed interpersonal and communication skills.
- ▶ Relevant work practices.

Our Values

Leadership &
Advocacy

Engagement
&
Collaboration

Integrity &
Respect

Improvement
&
Innovation

Qualifications and Experience

Experience

- ▶ Two years relevant experience in a similar position.
- ▶ Civica Authority Altitude experience desirable.

Qualifications

- ▶ Diploma or lesser qualifications with substantial relevant experience.

Key Selection Criteria

- ▶ Demonstrated knowledge and experience in payroll systems and processing.
 - ▶ Experience with accounts payable procedures and associated accounting systems.
 - ▶ Knowledge of awards and/or enterprise agreements and their implementation and administration.
 - ▶ Experience using Microsoft Office applications.
 - ▶ Strong written and verbal communication skills.
 - ▶ Demonstrated ability to work collaboratively with other departments.
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Position Descriptors – Band 5

Organisational Accountabilities

- ▶ Ensure that Mansfield Shire Council's Code of Conduct and all policies and procedures are adhered to including Occupational Health and Safety (OH&S) and Human Resource management procedures and practices.
- ▶ Support organisational development and continuous improvement initiatives within the Council.
- ▶ Understand the principles of risk management and their application to all Council activity.
- ▶ Provide quality customer service and accurate information on Council products and services, communicate with customers in a friendly and courteous manner, effectively manage their enquiries and complaints and deliver timely punctual and reliable service.
- ▶ Provide assistance with Municipal Emergency Services as required.
- ▶ Support principles in place to make informed decisions in relation to services and assets considering built, social, economic and natural impacts of service delivery, asset provisions and asset maintenance.
- ▶ Ensure that full and accurate records of activities and decisions are created and captured and observe records management procedures in accordance with Council policy.
- ▶ Be committed to and implementation of the Council Plan and Annual Business Plan of Council.
- ▶ Work cooperatively and ensure positive communication and relationships with all staff across all departments.
- ▶ Understand the Best Value principles and practices relevant to the Department.
- ▶ Contribute to the improvement of the department by innovation and personal initiatives and contribute to team meetings..
- ▶ A commitment to the principles that support the safety and wellbeing of all children

Interpersonal Skills

- ▶ Well-developed oral and written communication skills.
- ▶ Ability to discuss and resolve problems.

Organisational Context

The Mansfield Shire Council organisational structure has been developed with the following departments reporting directly to the CEO:

- ▶ Community Health & Wellbeing.
- ▶ People, Communication & Governance.
- ▶ Capital Works & Operations.
- ▶ Investment & Planning Services.
- ▶ Business & Finance.
- ▶ Development & Customer Service.

This structure has been designed to ensure a clear focus on the delivery of best value services and to utilise the skills and experience of staff in the most effective manner.

Extent of Authority

Freedom to act is governed by clear objectives and/or budgets with frequent prior consultation with more senior employees and a regular reporting mechanism to the department manager.

Judgement and Decision Making

- ▶ Work generally falls within specific guidelines, but with the scope to exercise discretion in the application of established standards and procedures.
- ▶ Problems are occasionally of a complex or technical nature with solutions not always related to previous situations and some creativity and originality is required.
- ▶ The effect of decisions or actions is usually limited to a localised work group or function, individual jobs or clients, or to internal procedures and processes.
- ▶ Objectives of the work are usually well defined, but incumbent must be capable of selecting from the methods, processes or equipment available.
- ▶ Must be able to quantify the resources required and guidance and advice is usually available within the time available to make a choice.

Management Skills

- ▶ Skills in managing time, setting priorities, planning and organising one's own work.
- ▶ Supervision skills to establish and maintain productive relationships with staff, community internal and external stakeholders.
- ▶ Knowledge of, and ability to implement personnel practices including equal opportunity and health and safety, training and development.
- ▶ Apply initiative and innovative thinking to organisational problems.
- ▶ Achieve annual strategic performance objectives set for the position.

Diversity and Inclusion

- ▶ Mansfield Shire Council is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace.
- ▶ We value inclusion and diversity within our workforce and our community, supporting the invisible and visible qualities of all who walk through our doors. As an employee of Mansfield Shire Council, you will respect and show kindness to all regardless of ethnicity, sexuality, identity or any other protected attribute.

How to apply

- 1 Cover letter**
Prepare a cover letter providing a snapshot of why you are interested in the position and the reasons we should hire you. Include any required information that has been outlined in the job advertisement. Your cover letter should be no longer than one page in length.
- 2 Key selection criteria**
Respond to the list of key selection criteria clearly demonstrating how your qualifications and/or experience would help you to meet the requirements of the role. **Please ensure that you address all key selection criteria contained within the position description.** This document should be kept to a maximum of two pages if possible.
- 3 Resumé**
Provide your up to date resumé containing a summary of your skills, employment history, experience, knowledge and abilities. A good resumé will be tailored to the position you are applying for with emphasis on the skills and experience that directly relate to the role.
- 4 Submit your application by the closing date**
Once you have collated the necessary documents, visit the Mansfield Shire Council's 'Information for Applicants' web page at <https://www.mansfield.vic.gov.au/council/work-with-us/information-applicants> for information on how to submit your application. All information must be received by Council prior to the advertised closing date.

For more information please contact:

Michael McCormack, Financial Controller on (03) 5775 8574

More detailed information on how to apply is available at
<https://www.mansfield.vic.gov.au/council/work-with-us/information-applicants>
including tips for addressing key selection criteria, writing a cover letter and resumé.

OFFICE USE ONLY

Authorised by CEO:



Employee's
Signature



Date:

10/09/2026

Employee's
Name

Date: / /



Mansfield Shire