

# Role Description

## Payroll Accountant

Cluster	Transport
Agency	Transport for NSW
Division/Branch/Unit	Corporate Services/Transport Shared Services
Role number	TBC
Classification/Grade/Band	Grade 7
ANZSCO Code	221111
PCAT Code	1433231
Date of Approval	07 April 2020
Agency Website	<a href="http://www.transport.nsw.gov.au">www.transport.nsw.gov.au</a>

### Agency overview

At Transport, we're passionate about making NSW a better place to live, work and visit. Our vision is to give everyone the freedom to choose how and when they get around, no matter where they live. Right now, we're delivering the largest infrastructure program Australia has ever seen – to keep people and goods moving, connect communities and shape the future of our cities, centres and regions. At Transport, we're also committed to creating a diverse, inclusive and flexible workforce, which reflects the community and the customers we serve.

### Primary purpose of the role

The primary purpose of the role is to provide end-to-end payroll accounting services encompassing handling complex transactions, reconciliations and reporting ensuring compliance with legislation, policies and accounting standards. The role works in a team environment, assisting and complementing the work of others in the payroll accounting team, working closely with a range of stakeholders and ensuring that payroll accounting issues are resolved satisfactorily and speedily, and in line with performance benchmarks and expectations.

### Key accountabilities

- Live the NSW Public Sector and organisational values to achieve outstanding outcomes for the organisation and customers.
- Ensure timely and accurate completion of complex payroll recharges, leave movements, payroll reports and payroll related General Ledger reconciliations.
- Manage the timely identification and rectification of outstanding payroll related items through collaboration with TSS Payroll Team and Agencies Finance.
- Work cooperatively within the Payroll Accounting team, exchange information and assist other team members to achieve team objectives and work outcomes.

- Work in partnership with Cluster Agencies, Government Statutory bodies and TSS Payroll Team in developing sound and effective process and internal control in managing payroll accounting that meet organisational ever changing needs and legislative requirements.
- Provide advice on payroll accounting and systems innovations to contribute to the efficiency, seamless financial management practices to the Cluster Agencies
- Communicate with stakeholders in a courteous way, demonstrating a willingness to assist and a commitment to providing high-quality service
- Achieve the required shared services performance levels in terms of customer satisfaction, risk management, efficiency and effectiveness of payroll accounting services provided.
- Contribute to a culture of knowledge and information sharing and continuous learning in the team, and contribute to ongoing improvements to payroll accounting processes, systems and the knowledge base, to improve efficiency and effectiveness, as well as to accommodate changing legislation and regulations

## Key challenges

- Building productive working relationships with TSS Payroll Team, Agencies Finance and operational managers to ensure their business needs in relation to payroll services are clearly understood and met.
- Completing high-volume processing, maintenance and reports in line with standard operating procedures (SOPs), within scheduled time constraints, and that may require input across multiple stakeholders
- Providing recommendations for the improvement of payroll accounting systems and processes including reducing duplication, increasing standardisation, leveraging technology solutions, and fostering and sharing innovation.

## Key relationships

Who	Why
<b>Internal</b>	
Manager Payroll Accounting	<ul style="list-style-type: none"> <li>• Escalate issues and keep informed on matters that impact Payroll Accounting</li> <li>• Make recommendations regarding improvements, opportunities to improve procedures, and meeting service standards</li> <li>• Provide advice, contribute to decision making and ensure alignment with broader strategies and corporate plans</li> </ul>
Other TSS Finance teams: Accounting Operations, Fixed Assets Accounting, Tax Accounting, Month-end Accounting, Service Centre Finance teams.	<ul style="list-style-type: none"> <li>• Exchange information, provide assistance and support</li> <li>• Work in a collegiate manner and resolve issues</li> <li>• Provide advice and guidance.</li> </ul>
TfNSW Finance and Investment	<ul style="list-style-type: none"> <li>• Provide payroll accounting services</li> <li>• Seek advice and provide feedback on Cluster financial accounting policies and framework.</li> </ul>

Who	Why
Finance and Investment teams in TfNSW divisions and operating entities	<ul style="list-style-type: none"> <li>• Provide payroll accounting services</li> </ul>
<b>External</b>	
NSW Audit Office	<ul style="list-style-type: none"> <li>• Provide information as part of the financial audit</li> <li>• Ensure compliance with the Australian Accounting Standards and Treasury guidance.</li> </ul>
Government bodies	<ul style="list-style-type: none"> <li>• Provide information when required</li> <li>• Ensure compliance with the statutory obligations.</li> </ul>

## Role dimensions

### Decision making

Per delegations for the role

### Reporting line

The role reports directly to the Manager Payroll Accounting

### Direct reports

This role has no direct reports.

### Budget/Expenditure

Per delegations of the role

## Key knowledge and experience

- Tertiary qualifications (Accounting, Commerce or related discipline) and full membership of a recognised professional accounting body.
- Demonstrated experience in providing Payroll Accounting services in a large and complex organization with high transaction volume.
- Experience with and sound understanding of relevant legislation, accounting standards, regulations and commercial accounting practices relating to government organisations.
- Sound organisational skills including the ability to prioritise workload and meet tight deadlines
- Ability to investigate and resolve payroll accounting and reporting issues in a systemic way, driving continuous improvement outcomes
- Demonstrated ability to work collaboratively with internal/external stakeholders and resolve queries in accordance with agreed service level standards
- Sound ability to communicate clearly, concisely and appropriately both orally and in writing

## Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.



The capabilities are separated into **focus capabilities** and **complementary capabilities**.

### Focus capabilities


*Focus capabilities* are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.


## FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 <p>Personal Attributes</p>	<p><b>Act with Integrity</b> Be ethical and professional, and uphold and promote the public sector values</p>	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way and encourage others to do so</li> <li>• Act professionally and support a culture of integrity</li> <li>• Identify and explain ethical issues and set an example for others to follow</li> <li>• Ensure that others are aware of and understand the legislation and policy framework within which they operate</li> <li>• Act to prevent and report misconduct and illegal and inappropriate behaviour</li> </ul>	Adept
 <p>Relationships</p>	<p><b>Communicate Effectively</b> Communicate clearly, actively listen to others, and respond with understanding and respect</p>	<ul style="list-style-type: none"> <li>• Tailor communication to diverse audiences</li> <li>• Clearly explain complex concepts and arguments to individuals and groups</li> <li>• Create opportunities for others to be heard, listen attentively and encourage them to express their views</li> <li>• Share information across teams and units to enable informed decision making</li> <li>• Write fluently in plain English and in a range of styles and formats</li> <li>• Use contemporary communication channels to share information, engage and interact with diverse audiences</li> </ul>	Adept
	<p><b>Work Collaboratively</b> Collaborate with others and value their contribution</p>	<ul style="list-style-type: none"> <li>• Encourage a culture that recognises the value of collaboration</li> <li>• Build cooperation and overcome barriers to information sharing and communication across teams and units</li> <li>• Share lessons learned across teams and units</li> <li>• Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work</li> <li>• Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services</li> </ul>	Adept

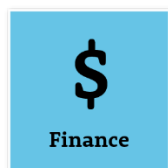
## FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
	<b>Plan and Prioritise</b> Plan to achieve priority outcomes and respond flexibly to changing circumstances	<ul style="list-style-type: none"> <li>• Consider the future aims and goals of the team, unit and organisation when prioritising own and others' work</li> <li>• Initiate, prioritise, consult on and develop team and unit goals, strategies and plans</li> <li>• Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses</li> <li>• Ensure current work plans and activities support and are consistent with organisational change initiatives</li> <li>• Evaluate outcomes and adjust future plans accordingly</li> </ul>	Adept
	<b>Demonstrate Accountability</b> Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	<ul style="list-style-type: none"> <li>• Assess work outcomes and identify and share learnings to inform future actions</li> <li>• Ensure that own actions and those of others are focused on achieving organisational outcomes</li> <li>• Exercise delegations responsibly</li> <li>• Understand and apply high standards of financial probity with public monies and other resources</li> <li>• Identify and implement safe work practices, taking a systematic risk management approach to ensure own and others' health and safety</li> <li>• Conduct and report on quality control audits</li> <li>• Identify risks to successfully achieving goals, and take appropriate steps to mitigate those risks</li> </ul>	Adept

## FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 <p>Business Enablers</p>	<p><b>Finance</b></p> <p>Understand and apply financial processes to achieve value for money and minimise financial risk</p>	<ul style="list-style-type: none"> <li>Understand core financial terminology, policies and processes, and display knowledge of relevant recurrent and capital financial measures</li> <li>Understand the impacts of funding allocations on business planning and budgets</li> <li>Identify discrepancies or variances in financial and budget reports, and take corrective action</li> <li>Know when to seek specialist advice and support and establish the relevant relationships</li> <li>Make decisions and prepare business cases, paying due regard to financial considerations</li> </ul>	Adept

## Occupation specific capability set







<p><b>Financial Accounting and Statutory Reporting</b></p> <p>Apply and comply with accounting standards, legislation and specific organisational policies, standards and protocols, and implement effective statutory and other external reporting requirements</p>	<ul style="list-style-type: none"> <li>Interpret relevance of legislation* (e.g. PFA Act), accounting policy and guidelines applicable to own responsibilities</li> <li>Define data validation and verification standards to be applied to preparation and approval of reconciliations</li> <li>Implement accepted compliance requirements and prepare necessary financial statements, information and schedules required by regulatory agencies</li> <li>Prepare and explain standard financial statements, variance reports, treasury and other specialised reports accurately and efficiently</li> <li>Provide financial accounting advice to support the accuracy of data upon which management decision making depends</li> <li>* PFA Act refers to Public Finance and Audit Act 1983 and Public Finance and Audit Regulation 2010</li> </ul>	Level 2
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## Complementary capabilities

*Complementary capabilities* are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.


## COMPLEMENTARY CAPABILITIES

Capability group/sets	Capability name	Description	Level
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Adept
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
 Business Enablers	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
	Project Management	Understand and apply effective planning, coordination and control methods	Intermediate

## Occupation specific capability set



## COMPLEMENTARY CAPABILITIES

Capability group/sets	Capability name	Description	Level
	Financial Strategy, Governance and Risk Management	Establish effective and appropriate governance, assess the organisation's strategic financial position, and ensure effective investment and financing decisions	Level 2
	Management Accounting	Provide high quality analysis and evaluation of financial and operational performance to inform management decisions, and to underpin effective budget formulation, forecasting and projections	Level 1
	Audit and Assurance	Evaluate overall governance frameworks, financial and program information systems, and internal controls and practices to identify potential deficiencies or opportunities	Level 2
	Taxation	Comply with taxation regulations and systems and implement effective taxation planning	Level 1
	Finance Operations and Systems	Ensure appropriateness and reliability of financial information systems, and effective governance, cash management and controls over transactional processes	Level 2
	Finance Business Partnering	Partner with key stakeholders, and provide expert professional advice, coaching and consulting expertise to ensure the effective alignment of financial management strategies and organisational objectives	Level 1