Position Description

<table>
<thead>
<tr>
<th>Position</th>
<th>Payroll &amp; Benefits Officer</th>
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<tbody>
<tr>
<td>Position Type</td>
<td>Permanent</td>
</tr>
<tr>
<td>Salary Range</td>
<td>NR 8 – NR 9</td>
</tr>
<tr>
<td>Location and Position No</td>
<td>CSD/HRS NR-CD-006</td>
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<tr>
<td>Reporting Relationship</td>
<td>Reports to the Human Talents Manager</td>
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<tr>
<td>Subordinates</td>
<td>NIL</td>
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1. Position Summary

Responsible for processing of the pay and ensuring fortnightly salaries, allowances and other entitlements are processed accurately and in a timely manner as well as attend to other staff welfare and benefits duties and responsibilities.

2. Dimension:

- Staff: Nil
- Budget: Nil
- Equipment and facilities: Nil

3. Nature and Scope:

Reporting Relationship

The Payroll Officer position is one of five (5) positions reporting to Human Talents Manager.

Working Environment

This position is located within the Human Resource Section at the PNGNRI Head Office and provides payroll administration services to all staff of PNGNRI.
**Constraints, Framework and Boundaries**

Work is performed within clearly defined statutes and policies of PNGNRI.

**Challenges**
- Ensure PNGNRI staff are correctly paid every two (2) weeks
- Ensure all pay related queries are answered promptly and on time.
- Ensure correct fortnightly salary information is inputted into the system for monthly reconciliation of salary expenditure.
- Ensure correct deductions to the superfunds are done on time.
- Tax is calculated and paid to IRC every end of the month.
- Payslips are rolled out to all staff on the payroll system every fortnight.
- Staff welfare and benefits claims and disbursements are handled promptly and in a timely manner.
- Able to work under pressure.

**Working Relationship**

*Internal*
- Human Talents Manager
- Other HR colleagues
- Rest of PNGNRI staff

*External*
- Industry and Users
- Finance and Treasury and other relevant Government Agencies

**4. Key Outcomes**
- PNGNRI staff are satisfied that their HR pay are processed in a timely manner and all related queries and office supply requests are addressed timely and efficiently.
- PNGNRI clients are satisfied that their payroll queries and are addressed promptly and efficiently.

**5. Key Duties & Responsibilities**

**Payroll Processing**
- Ensure effective, timely and correct processing of payroll is maintained at all material times.
- Ensure staff attendance records are verified and approved by Divisional Heads prior to calculations and processing of fortnightly pay.
- Prepare and check all salary variations, including leave pays, resumptions, engagements, termination and tax gross salaries.
- Maintaining accurate staff payroll records and carry out regular checks of staff record to ensure correct entitlements are applied.

**Payroll Administration**
- Carry out regular checks on staff records to ensure correct entitlements are actioned.
- Check and advice staff on leave dates, special allowances and superannuation and retirement benefit fund advice.
- Administering new employees by getting the correct forms filled, and ensure every new staff is enrolled on the payroll system before the next payday.
- Attend to staff queries regarding their pay on time.
- Keep a proper and up-to-date payroll filing system in place for easy access of information as well as for audit purposes.
- Undertake payroll audit following payroll runs.
- Ensure permanent staff have timecards and ensure that these are passed to respective.
Benefits & Welfare Administration

- Coordinate the administration and provision of services in the areas of workers compensation, occupational health, superfund and life and medical insurance schemes.
- Coordinate and record loss time injuries/workers compensation and ensure timely, efficient and effective administration of workers compensation matters consistent with Commissioners requirements.
- Ensure PNGNRI values and code of conduct and ethics, WHSEM, policies and procedures are adhered to at all material times.
- Ensure workers compensation investigation and paperwork is compiled and presented on time.
- Advise and ensure staff entitlements, benefits and statutory requirements are attended to including taxation, superannuation, deductions, allowances, and Superannuation and Retirement benefits.
- Assist in administering Employee Assistance Programs (EAP) including housing ownership scheme, medical scheme, bond fees, and letter of confirmations, personal counseling, presentations and counseling providence in financial, banking, health and well-being of employees.

Miscellaneous

- Assist as and where required perform other duties as assigned by the Human Talents Manager.
- Assist conduct inductions and any task in staff welfare area as directed by Human Talents Manager.

6. Skills, Knowledge, Qualification, Experience:

Skills

- Basic accounting skills.
- Organizing and planning skills.
- Numerical and tabulation skills.
- Working knowledge of life and medical insurance schemes
- Working knowledge of workers compensation

Knowledge

- Very good understanding of how the payroll works.
- Knowledge of the right formulae to calculate pay, allowances, entitlements, etc.
- Working knowledge of Microsoft suite of programs, especially Excel Spreadsheet
- Working knowledge of Accounting Systems (MYOB) and PNG SWT Laws or other relevant Payroll systems.
- The PNGNRI Business Plan and associated policies and procedures.
- Understanding of Tax & Super-saving calculations at end of each month.
- Public Finance and Accounting Procedures.
- Payroll Audits.

Qualifications

- Minimum of Diploma level qualification in Accounting/Business Studies or related field of study.

Experience

- At least 5 years of working experience in payroll administration with sound working knowledge of medical insurance schemes and workers compensation.
7. Personal Attributes and Qualities
- People-centered attitude.
- Excellent communication skills.
- Team Player.
- Ability to respect and maintain confidentiality at all times.
- Problem-solving skills.
- Works ethically and with integrity.
- Strives to increase productivity.
- Honest and trustworthy.
- Well-mannered and respectful.
- Flexible and Reliable.
- Demonstrated sound work ethics.
- Highly organised.

8. Levels of Supervision
- Nil

Declaration:

I confirm that I have read and fully understand the role of the Payroll & Benefits Officer and undertake to accomplish my tasks consistent with this position description and adhere to the changes that are instituted by Executive Management and the Council from time to time.

Sign: .................................................................

Staff: ................................................................. Date: .................................................................

HT Manager: ....................................................... Date: .................................................................