

PAYROLL ADMINISTRATOR

POSITION DESCRIPTION AND HOW TO APPLY

Primary location	This position can be filled by applicants from anywhere in Victoria. Consistent with the Working for Victoria Guidelines, this role is open to Victorian workers impacted or displaced by the coronavirus (COVID-19) pandemic.
Reporting to	Regional Arts Victoria Executive Director (CEO)
Working with	Creative Workers in Schools artists and project support team; Regional Arts Victoria staff located in Melbourne and across Victoria; external suppliers.
Position type	Part-time, fixed-term contract with a three-month probation period.
Salary details	\$53,352 per annum pro rata four-days-per-week (\$42,682) + 9.5% superannuation + 17.5% holiday leave loading.
Employment period	From Monday 25 January 2021 to Friday 24 December 2021.
Interviews	Online on Tuesday 12 January 2021.
Applications close	12:00pm (noon) Wednesday 6 January 2021.
How to apply	Applicants must follow the Application Process outlined below. Indigenous Australians, people from culturally diverse communities, and people with a disability, are strongly encouraged to apply. For further guidance, please refer to our online resource, How to apply for a job in the arts: http://www.rav.net.au/about/how-to-apply-for-a-job-in-the-arts/

ABOUT THE ROLE

The Payroll Administrator will be responsible for reporting, payments, data entry and related tasks required to administer the payments to staff employed on the CWIS project. This role can be based anywhere in Victoria.

POSITION DESCRIPTION

Payroll administration

- Process all Regional Arts Victoria staff salary payments fortnightly
- Process all Regional Arts Victoria staff superannuation records and payments
- Create relevant accounting records for all employees of Regional Arts Victoria, including superannuation, tax file records and other details
- Administer and record all leave request from Regional Arts Victoria staff
- Process any final payments to staff when their roles with Regional Arts Victoria conclude

Compliance

- Ensure all payroll reporting is consistent with relevant industry and legislative standards, policies and procedures
- With oversight from the CEO prepare and submit monthly PAYG statements to the Australian Tax Office
- From time-to-time, research and provide advice to Regional Arts Victoria employees on any

changes other requirements in relation to salaries, taxes or related matters

Reporting

- Ensure all payroll records and payments are accurately recorded and up-to-date in Regional Arts Victoria records
- Reconcile, prepare and distribute annual payroll summaries to all staff

Shared responsibilities

- Identify and implement continuous improvement processes
- Contribute to a culture of safe working, collaboration and inspiration

Supporting the achievement of Regional Arts Victoria's strategic objectives

- Participate in organisational planning and the promotion of organisational values and contribute to Regional Arts Victoria planning and development through evaluation of projects/programs and provision of advice to senior management
- Maintain strong community connectedness between Regional Arts Victoria, its programs and the local community

KEY SELECTION CRITERIA

1. Previous experience in a payroll, financial administration or similar role
2. Previous experience in using MYOB account software or similar
3. Previous experience in preparing and submitting reports to the Australian Taxation Office
4. Excellent verbal communication and presentation skills
5. Exceptional organisational and time management skills
6. Empathy with the goals and philosophy of Regional Arts Victoria.

APPLICATION PROCESS

All applications for Creative Workers in Schools positions must be processed through the Working for Victoria platform for people seeking employment.

1. **Learn** more about the opportunity by:
 - Reading the position description for role information (and any other supporting information at rav.net.au/creative-workers-in-schools)
 - Exploring the Working for Victoria website for initiative information ([link here](#))
 - Contacting Regional Arts Victoria Arts & Education Manager Pippin Davies at pdavies@rav.net.au or 0427 211 123.
2. **Register** for the Working for Victoria Online Jobs Platform by:
 - Registering to apply and completing your basic information (guides, including multi-lingual information, available [here](#))
 - Strengthen your profile ([tips here](#))
 - When applying for a Creative Workers in Schools Opportunity, the "Tell us about yourself" section is where you can provide any further information about your relevant experience. **We strongly recommend providing online links to any material which might assist us to assess your previous work.** Please include at a minimum brief bio in this section

- In your profile, confirm your Job Preferences location is correct and you have stated the distance you are willing to travel for work. You will only see Creative Workers in Schools roles in your specified area
- Note that it may take a few days for the registration process to be completed. We strongly recommend you complete this early

3. Apply for the CWS roles by:

- Finding the roles near you. You can achieve this by:
 - Filtering for **Arts and Recreation Services / Education and Training / Administrative and Support Services**
 - Sorting by Company name (Regional Arts Victoria)
 - Scanning for “Regional Arts Victoria Creative Workers in Schools – Payroll Administrator”
- Selecting the role, clicking “Apply” and completing the application questions. You will receive a confirmation message when you submit
- **You cannot save your application to return to later.** We recommend you draft your responses using the key selection criteria in this application document

4. Receive communications regarding your application.

- Shortlisted applicants will be contacted by Regional Arts Victoria for more information, and/or to participate in an online interview
- Unsuccessful candidates will receive an email notifying them of their application outcome

5. Commence your role.

- Successful applicants will receive notification of a successful outcome by Regional Arts Victoria following the interview process

ABOUT REGIONAL ARTS VICTORIA

Regional Arts Victoria inspires art across the state. Through partnerships, programming and projects, we develop creative practice all over Victoria. Regional Arts Victoria is an independent, not-for-profit, membership-based organisation working in long-term partnerships with every level of government, fostering contemporary and innovative regional cultural practice across five decades. For more visit www.rav.net.au.