



KINROSS WOLAROI
— SCHOOL —

Payroll & Systems Officer

Full-Time

Maximum Term (12 Months)

Candidate Information Pack

Closing Date: 12 July 2026



About Kinross Wolaroi School

Kinross Wolaroi School is a co-educational, independent day & boarding school of the Uniting Church. The School has a proud tradition of educating young people in its regional context and has been doing so for more than 140 years.

With a strong history of excellent academic results along with a diverse co-curricular program, Kinross Wolaroi School is a non-selective school with approximately 1,000 students enrolled (including more than 330 boarders in Years 7 to 12), located in the regional city of Orange, NSW. We firmly believe that the enjoyment of learning and the wellbeing of our students are paramount. Our students learn to think independently and develop a sense of authenticity that will be valuable in a world that is constantly evolving.

The School has two main campuses. The main campus, called *Wolaroi*, is a picturesque campus of 20 hectares and accommodates the main teaching facilities as well as the boarding facilities for boys' boarding. A second campus, called *PLC*, is located approximately five kilometres west of the main campus (on the opposite side of the city of Orange) and houses the girls' boarding facilities, a number of staff residences, a recreation and examination centre, an outdoor swimming pool and playing fields.

All classroom activities (the normal school day activities) for all students enrolled in Pre-K to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

For more information on our School, please visit www.kws.nsw.edu.au.



POSITION OBJECTIVES & RESPONSIBILITIES

Reporting to the Director, Human Resources, the Payroll & Systems Officer is a client-focused professional known for their approachable manner, attention to detail, and strong execution capability. They bring a positive, 'can do' attitude and are highly organised, with the ability to manage multiple priorities in a fast-paced and dynamic environment. Excellent written and verbal communication skills enable confident engagement with internal and external stakeholders.

As a member of staff, the Payroll & Systems Officer supports the Aims and Philosophy of the School and reports directly to the Director, Human Resources. The role maintains appropriate communication with the Accountant and the Executive Director, Corporate & Governance regarding matters within its scope.

The primary responsibility of this position is the administration of payroll and associated functions. This includes the accurate processing, reconciliation, and compliance management of payroll, superannuation, workers compensation, salary packaging, and related payments for approximately 350 employees on a fortnightly basis.

The role also provides opportunities to broaden finance and human resources capability by supporting the Accountant and Human Resources Advisor with project-based, non-payroll accounting tasks.

The Payroll & Systems Officer regularly liaises with a wide range of stakeholders, including senior leadership, staff, finance and HR teams, government agencies, auditors, and external providers

The Payroll & Systems Officer can expect to liaise with:

- The Principal
- Director, Human Resources
- Director, Finance
- Staff Members
- Finance Officers
- NSW and Commonwealth Government departments (as required).
- Executive Director, Corporate & Governance
- Executive Director, Head of Junior School
- Executive Director, Head of Senior School
- Human Resources
- Auditors and External Providers



POSITION DESCRIPTION

The following outline describes the key duties and accountabilities of the role; it is not exhaustive and may change to meet School priorities.

Key Word	Duties
<i>Payroll Processing</i>	<ul style="list-style-type: none">• Process and maintain payroll data within the School’s systems, ensuring accuracy and integrity of all employee records.• Calculate and apply variations to salaries, allowances, overtime, leave, and deductions in accordance with the CMEA and relevant legislation.• Prepare, reconcile, and finalise fortnightly payroll for EFT approval.• Maintain and validate employee master data, including new starters, terminations, contract variations, and position changes.• Interpret and apply Enterprise Agreement provisions, awards, and legislative requirements to ensure compliance.• Prepare PAYG, payroll tax, and other statutory obligations for remittance to the ATO and relevant authorities.• Ensure superannuation obligations are accurately calculated and paid within required timeframes, including clearing house processing and reconciliations.• Manage salary packaging arrangements via third-party providers, including reconciliations and reporting.• Process approved payroll-related payments and deductions, including union fees, garnishees, and voluntary deductions.• Complete complex and ad hoc calculations including terminations, redundancies, long service leave, parental leave, back pay, and leave loading.• Monitor and reconcile payroll-related accounts, including wages clearing, superannuation, and PAYG liabilities.• Perform regular payroll reconciliations (per pay and month-end) to ensure alignment with the general ledger.• Support month-end and year-end payroll processes, including STP finalisation, payment summaries (where applicable), and audit preparation.• Maintain accurate leave balances and ensure leave transactions are processed in accordance with policy and legislative requirements.• Identify, investigate, and resolve payroll discrepancies and system issues in a timely manner.• Ensure compliance with relevant legislation including taxation, superannuation, Fair Work, and child protection requirements where applicable.• Respond to payroll and salary enquiries from staff with professionalism and confidentiality.



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Key Word	Duties
	<ul style="list-style-type: none"> • Contribute to continuous improvement of payroll processes, controls, and system functionality. • Maintain payroll documentation, procedures, and audit trails to support compliance and reporting requirements.
Accounting	<ul style="list-style-type: none"> • Prepare and enter payroll-related journals during month-end processes. • Ensure transactions are accurately recorded within required timeframes. • Maintain alignment across payroll, accounting, and related systems. • Perform regular reconciliations between payroll, sub-ledgers, and the general ledger to ensure data integrity across systems. • Support the preparation of monthly financial reports by providing accurate payroll and related financial data. • Identify and contribute to process improvements across payroll and accounting systems to enhance efficiency and accuracy.
Budgeting	<ul style="list-style-type: none"> • Assist the Accountant in the provision of payroll related information to enable budget variance reporting to be undertaken.
Audit	<ul style="list-style-type: none"> • Where directed by the Director, Human Resources, assist the School's Auditor regarding the financial audit.
Other Duties	<ul style="list-style-type: none"> • Attend to any other matters thought appropriate for the position and consistent with the skills of the incumbent as directed by the Director, Human Resources.

Professional Review

This position description as outlined above is intended as a framework for professional review. The School reserves the right to alter roles and responsibilities requirements as required.

Reporting

In all matters concerning their employment, all employees are ultimately responsible to the Principal. However, in relation to this role, for practical purposes these functions are delegated to the Director, Human Resources (the Supervisor).



SELECTION CRITERIA

General Expectations for staff at KWS:

- Support for the culture of an Independent Uniting Church School is an essential prerequisite for all employees.
- Willingness to support the Mission and Values of KWS.
- Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and professionally attire.
- Take an active interest in the general life of the School – supporting policies, procedures, aims and objectives to facilitate the day-to-day operation of, and promote a high quality of education within, the School.
- Attend staff meetings and training when required.
- Ensure all students and parents are provided with a quality service in a timely, efficient, and friendly manner.
- Maintain professional confidentiality concerning information about staff and/or students and their families.
- Ensure that all documents are prepared and presented in accordance with the School's Style Guide.

Personal Qualities

- Highly developed interpersonal skills with the ability to develop and maintain constructive working relationships at all levels across diverse groups, including teaching and non-teaching staff.
- High degree of discretion, initiative, and personal organisation.
- Ability to remain calm under pressure.

Essential Professional Criteria

- Minimum of 2 years' experience in processing and managing large volume and complex payroll.
- Demonstrated experience with the interpretation and application of Modern Awards and Enterprise Agreements.
- Demonstrated high level of attention to detail in data processing.
- Demonstrated highly developed computer skills in the areas of spreadsheets and other associated computer software.
- Demonstrated experience in a customer-focused work environment and a corresponding willingness to commit to an exceptional level of customer service.
- Ability to work in a dynamic team environment and proven ability to relate to staff
- Excellent level of communication and interpersonal skills.
- Effective time management skills.
- Excellent oral and written communication skills.
- Work positively, to promote the ethos of Kinross Wolaroi School.



Working with Children Clearance

The *Child Protection (Working with Children) Act 2012* (NSW) applies for anyone working in child related employment. It is expected that a verified Working Children's Check Clearance will be provided before commencement of duty for any role at the School and that the employee will ensure this clearance is maintained and updated as required whilst ever employed at KWS.

Right to Work in Australia

Kinross Wolaroi School is not in a position to sponsor entry into Australia. In applying for an Australian based position, you will be expected to already have a valid Australian work permit (permanent residency or applicable work visa). Information on Australian visas and working entitlements are available from the Department of Immigration.

Workplace Health & Safety

- Be informed of and comply with WHS legislative and associated requirements (as employer makes information available, employee is to take steps to understand how it applies to self).
- Observe Kinross Wolaroi School WHS Protocol.
- Identify WHS information and training needs for self.
- Be involved in WHS projects according to priorities set by consultative processes and management direction.
- Comply with WHS initiatives as directed and agreed with management and consultative processes.
- Comply with safe work procedures as instructed by supervisor or manager.
- Comply with legal and reasonable instructions from employer representatives.
- Report all hazards, accidents and incidents to your supervisor and comply with WHS Committee recommendations.



APPOINTMENT CONDITIONS

Employment will be offered on the basis of a twelve month (12) maximum-term tenured position, commencing by negotiation. The full-time working hours are 76 hours per fortnight being 8:30am to 4:36pm. Part-Time applicants may be considered.

At the end of the tenured period, and subject to the general terms and conditions of employment, an opportunity to seek reappointment may be available.

Employment will be offered subject to a period of probation, defined as six months in accordance with *the Fair Work Act 2009* (Cth).

Employment conditions are governed by the *Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025 (CMEA)*, as amended from time to time, or any subsequent industrial instrument that replaces it. The role of Payroll & Systems Officer is classified under Clerical and Administrative Services Level 3.1 of the CMEA. For a full-time Employee (FTE) in 2026, the total salary is \$85,559 per annum plus Superannuation at the SGC rate.

Comprehensive terms and conditions of appointment will be the subject of a separate employment agreement.

APPLICATION

To make a confidential enquiry about the position, please contact the Human Resources Department on recruitment@kws.nsw.edu.au.

To apply for this exciting role, please submit the following to recruitment@kws.nsw.edu.au:

- **A cover letter** outlining your overall suitability for the position, including insights into who you are and what you have achieved during your career. Please ensure your cover letter addresses the Essential Knowledge, Skills and Attributes as well as the Essential Professional Criteria.
- **A Curriculum Vitae (CV)** clearly outlining your qualifications (including the institution and the date completed), career history and current contact details.

Please include at least two referees at the end of your CV with their name, current position and contact details.

Referees will not be contacted without your prior agreement.

or addressed to

Human Resources

Kinross Wolaroi School

Locked Bag 4

Orange NSW 2800

Preferred applicants will be screened in accordance with Child Protection legislation.