



Position Description: Payroll Officer

Level / Grade of Position: Educational Services (Schools) General Staff Award Level 4

Employment Category: Part Time, 0.6 FTE

Reports to: Finance Manager

Prepared by: HR Officer

Date: April 2026

Position Framework

Maranatha Christian School is a non-denominational, co-educational Christian school providing education from Early Learning through to Year 12 over three sites in Melbourne's south-east. The School partners with parents and churches to deliver high-quality, Christ-centred education that reinforces biblical values and equips students for lives of service to the Lord.

The School's purpose is grounded in its Mission, Vision and Educational Creed, which affirm a biblical worldview informing Christian teaching and living. Staff are expected to actively support the Christian aims of the School and to model Christian values in their professional conduct and relationships.

Employment at Maranatha Christian School is founded on a Christ-centred, mutually supportive relationship characterised by love, humility, integrity, service and respect. The School recognises a biblical understanding of vocation and authority.

Purpose of the Position

As a member of the Finance Team, the Payroll Officer is responsible for the day-to-day management of the payroll function of the school, ensuring the accurate, timely and compliant processing of payroll and employee entitlements.

The Officer contributes to the development of the School as a community which reflects our shared Christian faith and values, brings honour to God and is respected in the wider community.

Specific Activities and Duties

- Process and maintain all aspects of monthly and weekly payrolls including, superannuation, PAYG, and salary packaging.
- Ensure integrity of staff payroll records.
- Maintain and reconcile payroll related general ledger accounts.
- Ensure timely review and approval of staff timesheets and respond to any pay queries.
- Ensure compliance with PAYG, superannuation requirements.
- Ensure ongoing awareness of, and compliance with, all relevant legislation relating to taxation and superannuation.
- Prepare and lodge School Census information for staff.
- Cultivate strong working relationships with teachers and staff.



- Assist the other members of the Finance Team when required (Accounts Payable / Accounts Receivable).
- Provide a standard of customer service that upholds the ethos of the school.
- Any other duties as directed.

Person Specification

Education and Experience

- Accounting qualifications to a minimum of diploma level with 5 or more years of accounting/bookkeeping experience in varying roles, or
- A relevant VCE or Certificate III or IV level qualification with a minimum of 7 years' experience in a similar role in an Independent School with payroll and financial experience to trial balance level.

Skills

- Strong computer skills particularly in relation to spreadsheets, word processing and accounting packages.
- Solid understanding of all aspects of accounting, including double entry and month-end adjustments.
- Experience and understanding of payroll practices.
- Familiarity with TASS system desirable.
- Strong Excel spreadsheet skills.
- Excellent written and verbal communication skills, enabling effective engagement with a wide range of internal stakeholders.
- Sound understanding of national awards, fair work act requirements, superannuation and salary packaging.

Personal Attributes

- Strong Christian faith and values.
- Excellent interpersonal skills.
- Problem-solving skills particularly relating to financial issues.
- Skilled at priority setting for work and operating with limited supervision.
- Focus on effective process management.

School Expectations

- Actively support and uphold the Christian values, Mission and Vision of Maranatha Christian School through professional conduct, relationships and service, including modelling an active Christian faith demonstrated through involvement in the wider Christian Church.
- Model integrity, respect, humility and professionalism in interactions with students, families, colleagues and the wider School community.
- Comply with all School policies and procedures, including child safety, work health and safety, and professional standards, contributing to a safe and supportive learning and workplace environment.
- Active participation and facilitation of staff devotions, worship and prayer times, including leading devotions as required from time to time.



Scope of the Position

Number of People Managed or Supervised: Nil
 Annual Budget Expenditure Responsibility: Nil

Work-related Customer and Supplier Contacts

	Daily	Most Days	Weekly	Occasional
Students				
Parents				
Teaching Staff		✓		
Administration Staff	✓			
Building / Grounds Staff		✓		
Principal / Heads of Site		✓		
Business Manager	✓			
Board Members				
External Suppliers			✓	
Compliance Bodies				✓
Other				

Health and Safety Responsibilities

All Employees are responsible to:

- Take reasonable care for the Health and Safety of themselves and any person who may be affected by their acts or omissions at work.
- Cooperate with the management of Maranatha Christian School with respect to any action taken by Maranatha to comply with any legislative requirements and comply with safety procedures and directions.
- Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health or safety.
- Inform the Principal/CEO, Business Manager, Head of Site and/or OHS Officer immediately of dangers and accidents and near accidents occurring at the workplace.

Any employee is authorised to cease work if it is considered unsafe to continue working so long as they immediately seek guidance or direction from the Head of Site or the Manager who has responsibility for managing the employee’s work and safety at work, or from the Principal/CEO.

Teachers and other employees who supervise students have responsibilities in relation to the Health and Safety of students to:

- Act in accordance with their duty of care for the students in their care.
- Monitor the actions, behaviour and conduct of students and give directions to students in relation to Health and Safety matters which support and are in accordance with established school rules, procedures and disciplinary procedures and practices.
- Administer first aid and refer students on for more serious first aid or medical treatment if required.
- Complete and submit an accident/incident report for all student health matters which require more than minor first aid, and for all matters requiring an ambulance, or referral for medical or hospital treatment.

In seeking to fulfil their duty of care for students, teachers and others with supervision responsibility for students are not expected or authorised to take any action in an



attempt to protect a student if taking that action would also be reasonably expected to put the teacher's own health or safety, or the health and safety of others at serious risk.

Child Safety

The management, conduct and discipline of students is the responsibility of the Principal/CEO. The School Board delegates to the Principal/CEO the development, implementation and oversight of all child safety policies and procedures such that they ensure the safety of all children in the School.

Maranatha Christian School is committed to child safety. We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our policies and procedures. We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow. The School has a very clear Code of Conduct that all staff members must abide by. We support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

Each member of staff at Maranatha Christian School must be committed to preventing child abuse and identifying risks early, and removing and reducing these risks, by helping to build a culture of safety. It is essential that each staff member is familiar with and implements correctly the school's child safety policies, including the *code of conduct*, *child protection* policy, *statement of commitment*, and *mandatory reporting* policy. These may be found under policies in School's shared drive.

The School is committed to training and educating our staff and volunteers regularly on child abuse risks.