

Position Description



Position Title	Payroll Analyst
Classification	Band 6
Position Number	7133 601
Incumbent	
Directorate	Corporate Services
Department	People and Culture
Service Unit	Payroll
Date	04/09/2026
Prepared by	Payroll Lead

Banyule Council	Banyule City Council is an award-winning organisation that prides itself on a customer-focused culture of innovation, best practice and continuous improvement. We uphold an enviable reputation for customer service and work diligently to maintain high quality services to provide the best possible opportunities and outcomes for the community we represent. Our community is made up of diverse, cultures, beliefs, abilities, bodies, sexualities, ages and genders. We are committed to access, equity, participation and rights for everyone: principles which empower, foster harmony and increase the wellbeing of an inclusive community
Team Overview	The Payroll Team is a high supportive and high-performing, customer-focused team responsible for delivering accurate and compliant payroll services to Council employees. We work closely with managers and stakeholders across the organisation, driving process improvements, supporting compliance requirements, and ensuring an exceptional employee experience.
Position Objectives	The Payroll Analyst is responsible for delivering accurate, compliant and customer-focused payroll services while maintaining payroll system integrity and supporting organisational reporting, budgeting and continuous improvement initiatives. The role provides specialist payroll advice and works collaboratively with stakeholders to ensure employees are paid correctly and on time.

Our Values

All Banyule staff are to adopt the key values of Working Together Working Better and strive to meet these behaviours in carrying out their duties. Our core values are:



RESPECT is characterised by supporting each individual's dignity and worth.



INTEGRITY is the quality of staying true to our moral, ethical, and spiritual principles.



RESPONSIBILITY is acknowledging and accepting the choices we make, the actions we take, and the results they lead to.



INITIATIVE is characterised by having a proactive, resourceful and persistent approach to work.



INCLUSION is characterised by embracing and valuing the perspectives and contributions of all.

Key Responsibility Areas	• Process end-to-end payroll accurately and on time, ensuring compliance with legislation, Enterprise Agreements, awards, and Council policies. • Interpret employment conditions and provide payroll advice and support to employees and managers. • Maintain payroll master data and ensure the integrity, accuracy, and confidentiality of employee records. • Prepare payroll reports, reconciliations, leave liability calculations, salary accruals, and year-end reporting requirements. • Support payroll-related budgeting, forecasting, and financial reporting activities across the organisation. • Administer payroll obligations including STP, superannuation, WorkCover, taxation, and other statutory requirements. • Assist with payroll system maintenance, upgrades, testing, and continuous improvement initiatives. • Develop and maintain payroll procedures, documentation, and process controls to improve efficiency and compliance • Build effective relationships with internal stakeholders and external organisations while providing high-quality customer service.
Organisational Relationships	Position Reports to: Payroll Lead Internal Liaisons: All Council staff External Liaisons: Australian taxation office, unions, LASB, employer bodies, other municipalities, government departments, superannuation funds and payroll users' group.
Accountability and Extent of Authority	• Deliver accurate, timely and compliant payroll services within agreed service standards and legislative requirements. • Exercise judgement in the interpretation and application of Enterprise Agreements, Awards, employment legislation and Council policies, escalating complex matters where required. • Maintain the integrity, confidentiality and security of payroll and employee information. • Ensure payroll records, reconciliations and reporting are accurate and complete, identifying and resolving discrepancies in a timely manner.

	• Provide specialist payroll advice and support to employees, managers and stakeholders on payroll-related matters. • Contribute to the development and improvement of payroll procedures, controls and system processes to enhance efficiency, compliance and customer service. • Prepare payroll reports and data analysis to support organisational decision-making, budgeting and statutory reporting requirements. • Work with a high degree of autonomy while collaborating effectively with Payroll, People & Culture, Finance and other stakeholders to achieve business outcomes.
Judgment and Decision Making	• A high degree of accuracy is required in interpreting and implementing award provisions, Council's Enterprise Agreement, policy and other relevant legislation. • Make judgments on the application of employment conditions and wages in accordance with all relevant legislation and policies, with guidance from the supervisor and Human Resources where required. • Provide advice to all Council employees on salary and employment condition information. • Strong problem-solving skills with the ability to source information from a broad range of sources and identify when matters need to be escalated.
Specialist Knowledge and Skill	• Basic knowledge of relevant computer applications such as Authority, TRIM and Microsoft software. • Strong excel spread sheeting skills, including importing and exporting of relevant data in required format to and from existing computer systems. • Well-developed skills in Microsoft Word and Excel • Basic knowledge of bookkeeping principles and the impact of the payroll function on the general ledger. • Analytical and numeracy skills. • A high attention to detail. • An understanding of employment legislation and the Privacy Act.
Management Skills	• Excellent time management/organisational skills. The occupant must set priorities and plan the completion of one's own work and where appropriate that of other employee's tasks to achieve goals and objectives in the most efficient way possible and within agreed or statutory deadlines and organisational constraints and opportunities. • An ability to interpret and implement payroll and human resources policies and legislation. • Ability to work under minimal supervision and identify when to seek guidance and advice for more complex matters.
Interpersonal Skills	• Ability to work effectively in a team environment with the ability to motivate co-workers. • The ability to communicate and gain co-operation from internal and external stakeholders in the administration of payroll and reporting activities. • Well-developed interpersonal skills in written and oral communication.
Qualifications and Experience	• Must have prior experience in the preparation of a large payroll service, including the interpretation and administration of employment legislation. • Tertiary qualifications in Finance or related discipline and some relevant experience is desired or substantial experience in a similar role.

	• Experience with payroll systems, financial systems and computer applications.
Key Selection Criteria	
	• Demonstrated minimum 3 years of experience in a payroll role, including the accurate delivery of end-to-end payroll processing within a medium to large organisation or with multiple EAs • Sound knowledge and practical experience in interpreting and applying Enterprise Agreements, Awards, employment legislation, taxation, superannuation, WorkCover and payroll compliance requirements. • Well-developed analytical and problem-solving skills, with the ability to reconcile payroll data, identify discrepancies and provide accurate payroll reporting • Strong organisational and time management skills, with the ability to manage competing priorities, meet deadlines and maintain a high level of accuracy and attention to detail. • Demonstrated experience using payroll, HRIS and financial systems, together with advanced Microsoft Excel skills and the ability to work with complex datasets. • Excellent written and verbal communication skills, with a strong customer focus and the ability to build effective working relationships while contributing to continuous improvement initiatives.
Environmental and Sustainability Requirements	• Adhere to Council's Environment Policy and Environment Strategy. • Adhere to Council's Sustainability Code of Practice and Environmental Purchasing Guidelines.
OH&S and Other Risk Requirements	• Ensure a safe and healthy environment by fulfilling the responsibilities and requirements of Council's health and safety system and health and wellbeing program. • Exercise reasonable care to prevent injury to oneself and others whom may be affected by one's duties and actions. • Exercise due care for Council property for which this position is responsible or issued. • Ensure a child safe environment and contribute to a culture of child safety by fulfilling the responsibilities and requirements of Council's Child Safe Policy and procedures. • Adhere to and attend Council's Mandatory training.
Continuous Improvement Requirements	• Adhere to Council's Continuous Improvement Framework. • Ensure that processes and systems are fit for purpose and continuously reviewed to ensure the delivery of the best possible service to the community whilst demonstrating value for money.