

Position Title: *Payroll & Indirect Tax Specialist*
Department: *Finance*
Report to: *Finance Manager*
Direct Reports: *Not applicable*
Touring: *No*
Date: *April 2021*

Summary

The Payroll & Indirect Tax Specialist is accountable for the payroll function, and the timely and accurate processing, reconciliation and payment of payroll, superannuation, employment related taxation, royalties and salary packaging for all employee's, contractors and guest artists of The Australian Ballet group, including Orchestra Victoria.

The payroll function comprises all aspects of payroll administration: payment of salaries, wages, allowances, and terminations covered by three enterprise agreements, as well as work cover return administration and liaison with appropriate authorities.

Our Company

The Australian Ballet is one of the world's leading national ballet companies and a globally recognised Australian major performing arts organisation. Each year the company presents upwards of 220 performances through its main stage seasons in Melbourne, Sydney, Brisbane, Adelaide and Perth; along with public programs, special events, an extensive regional tour, a Children's Ballet and Education programs and regular overseas tours.

Orchestra Victoria (OV), provides pit services for ballet and opera in Victoria, and is a wholly owned subsidiary of The Australian Ballet. The Australian Ballet and Orchestra Victoria have an annual turnover of more than \$70 million and employ over 400 staff.

Our Values

We are exceptional In our art we strive to inspire, transform and to connect emotionally with our audiences. Beauty, athleticism, technical excellence and strength are hallmarks of our aesthetic.

We are ambitious We know where we are going. We believe in our ability to make things happen and to reach for the stars. We're disciplined and don't give up. We do things today.

We are innovators Creativity powers our company. We value knowledge, experience, open-mindedness, fresh thinking and passion on and off the stage.

We are proudly Australian Our company joyfully reflects the rich diversity of our nation, speaking to all Australians, and about Australia, to the world.

We are one team We work as one team towards common goals across the entire organisation, wherever we are and whatever we do. We are friendly, trusting in our relationships, always open to the other point of view, and willing to have courageous conversations.

We are sustainable We recognise the importance of diverse and growing income streams, and our dependence on state-of-the-art facilities and systems. We emphasise analysis, critical thinking, and careful planning in all our work.

Duties and Responsibilities

Manage and administer the Group's payroll

- *Produce accurate and timely salaries, pay slips and reports for approximately 300 employees of The Australian Ballet, and Orchestra Victoria*
- *Collect, calculate and enter data in order to maintain and update payroll information*
- *Compiling summaries of earnings, taxes, deductions, leave and non-taxable wages and reporting on this*
- *Ensure all payroll reports reconcile prior to the salary payment being transmitted to the bank*
- *Submit paperwork to accompany group tax, WorkCover premium, MEAA dues (Union), other contributions and superannuation payments to Accounts Payable Administrator*
- *Make timely and accurate royalty payments*
- *Ensure compliance with federal, state, and local legal requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions*
- *Ensure correct tax treatment for guest artists payments and that appropriate paperwork is on hand where appropriate*
- *Maintain accurate annual, personal and long services leave records for all employee's*
- *File all payroll information in a timely and easily accessible manner*
- *Prepare and lodge annual payment summaries for The Australian Ballet and Orchestra Victoria employees in line with ATO requirements.*
- *Ensure STP lodgements are submitted in a timely manner after each pay run and termination of employee.*
- *Prepare and lodge annual payment summary reconciliation to ATO ensuring the summary accurately reflects salaries and allowances paid during the preceding financial year*
- *Assist with the preparation of annual WorkCover returns for Victoria and NSW*
- *Clear all payroll related GL accounts each month (except for Salary Packaging) and balances match to Finance One payroll reports*
- *Liaise with appropriate authorities including the ATO.*
- *Manage audit requirements.*
- *Assist with the management of The Australian Ballet's relationship with salary sacrifice providers, currently Maxxia Pty Ltd, ensuring providers reporting aligns with employee records.*
- *Update employee details in a timely manner. ie. Bank details, tax details*
- *Resolving payroll discrepancies*

Superannuation

- *Ensure SGL and Salary Sacrifice deductions are accurate and in line with current legislative requirements*
- *Prepare and submit monthly reports to Accounts Payable Administrator who will make payment to all superannuation funds. Payment of monthly super to be paid between 14th – 20th of following month.*
- *Ensure all employees are registered with a complying fund*
- *Liaise with superannuation funds when required and manage employee and other queries*
- *Assist with the management of employee records within the company's default superannuation fund.*
- *Ensure all Non-Resident Guest Artist superannuation contributions are remitted and reported to the relevant superannuation fund accurately and on time.*

Other tasks

- *Preparation of Provision for Long Service Leave and Provision for Annual Leave calculation for budget and forecast reporting*
- *Provide payroll information, produce reports and provide advice to management as required*
- *Monthly preparation of journals. ie. Workers compensation, reallocations*
- *Support the Human Resources Department in achieving the desired results in all aspects of producing an accurate payroll*
- *Treat all payroll and human resources related activities in the strictest of confidence*
- *Undertake any other duties as reasonably requested by Finance Manager-TAB and OV or Chief Financial Officer*

Employment Area Knowledge

- *Maintain an up to date knowledge of legislation and other changes that may impact Payroll, Superannuation, and Indirect Tax at The Australian Ballet.*
- *Provide regular briefing to the CFO regarding changes required*
- *Implement appropriate changes to ensure the Group is fully compliant in these areas.*

Knowledge, skills and abilities

- *Related tertiary qualification in Finance or Business, including payroll specialisation, is preferred though will accept qualification through experience*
- *Several years payroll experience preparing a multifaceted payroll (permanents, casuals, part timers, contractors, allowances) across multiple industrial instruments*
- *Experience in salary packaging, taxation and implementing interpreting employment related legislative changes, and briefing senior executives on such issues*
- *Finance One Payroll or similar system expertise*
- *Experience in interpreting Certified Agreements and Employment Awards*
- *Experience preparing and managing other indirect taxation.*