



VIVID

Position Description

TITLE:	Payroll Coordinator
REPORTS TO:	Human Resources Manager
DIVISION:	Resources
TIME COMMITMENT:	40 hours per fortnight
DATED:	25 August 2026
AWARD:	Social, Community, Home Care and Disability Services Industry Award 2010

POSITION SUMMARY

The Payroll Coordinator is responsible for:

- Coordinating the end-to-end preparation and processing of Vivid's fortnightly payroll cycle, ensuring accuracy, timeliness, and compliance with Awards, Agreements, organisational policies, Fair Work standards, and Federal and State legislative requirements.
- Calculating and processing termination pays and off cycle pays.
- Calculating and processing allowances, deductions or withholdings, debts, salary packaging and leave entitlements.
- Coordinating and processing employee remuneration increments.
- Maintaining a working knowledge of the applicable Awards, EBAs, Acts and Regulations., superannuation and taxation requirements.
- Providing timely response and assistance to employees by way of accurate and meaningful advice on employment conditions.
- Coordinating the calculation and administration of Workcover claims and tasks.
- Maintaining employee payroll records.
- Providing administrative assistance to the Human Resources Manager including and payroll and employee reporting.

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CORE RESPONSIBILITIES

Responsibilities	Performance Measures
1. Operations	
1.1 Salary payments are accurate and on time	Performance measures will include (but not be limited to) ensuring: • Accurate and timely salary payments and salary packaging • Compliance with Awards, EBAs and legislative requirements
1.2 State and Federal tax obligations	Performance measures will include (but not be limited to) preparation and payment of all State and Federal tax obligations including: • PAYG tax • Superannuation Guarantee contributions
1.3 New employees	Performance measures will include (but not be limited to): • Setting up new employees in OneCare • Processing Employment contracts, income tax, superannuation
1.4 Exiting employees	Performance measures will include (but not be limited to): • Termination payments and entitlements • Preparing Separation Certificates

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Responsibilities	Performance Measures
1.5 Superannuation funds	Performance measures will include (but not be limited to): • Maintaining employee superannuation fund details • Uploading the superannuation payments file
1.6 Leave entitlements	Performance measures will include (but not be limited to): • Monitoring leave entitlements and payments
1.7 Resolving payroll issues	Performance measures will include (but not be limited to): • Responding to problems and queries in a timely manner
1.8 Record keeping	Performance measures will include (but not be limited to): • Ensuring regular filing and secure archiving of payroll information • Assisting with maintaining accurate personnel files for employees in OneCare.
1.9 Compliance	Performance measures will include (but not be limited to): • Maintaining and implementing up to date information on changes to payroll and taxation legislation
1.10 Audits	Performance measures will include (but not be limited to): • Active participation in both externally, and internally, managed audits

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Responsibilities	Performance Measures
1.11	•
1.12 Policies	Performance measures will include (but not be limited to): • Active participation in the review of payroll policies
1.13 Reports	Performance measures will include (but not be limited to): • Preparation, as required, of management payroll related reports or information. • Assisting with Vivid’s participation in salary surveys • Assisting with Workplace Gender Equality Authority reporting
1.14 Awards and EBAs	Performance measures will include (but not be limited to): • Keeping up to date with Award and EBA conditions
1.15 Risk management and continuous improvement	Performance measures will include (but not be limited to): • Ensuring that all payroll risks are maintained within tolerable levels • Ensuring that all continuous improvement measures, including those detailed in the Continuous Improvement Policy, are completed and thoroughly documented in a timely manner

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Responsibilities	Performance Measures
1.16 WorkCover	Performance measures will include (but not be limited to) assisting: The Human Resources Manager with the management of WorkCover claims and liaise with Vivid's WorkCover insurer
1.17 Other duties as directed	
2. Finance	
2.1 Prepare, balance and reconcile payroll system	Performance measures will include (but not be limited to) assisting with: Quarterly reconciling the Onecarepayroll system in line with established procedures and processes
2.2 Bank transfer files	Performance measures will include (but not be limited to): Adhering to bank transfer timeframes for the payment of fortnightly salaries
2.3 Other duties as directed	
3. Customers	
3.1 Customer focus	Performance measures will include (but not be limited to): Providing accurate and timely assistance to Vivid's salary packaging consultant, WorkCover insurer and other such applicable bodies, eg superannuation funds as required.

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Responsibilities	Performance Measures
3.2 Other duties as directed.	
4. People	
4.1 Confidentiality	Performance measures will include (but not be limited to): Ensuring confidentiality when completing all payroll and associated duties and when speaking with colleagues
4.2 Collaboration and cooperation	Performance measures will include (but not be limited to): - Identifying, establishing, building and maintaining effective network links and relationships with key internal and external stakeholders - Working closely with the Finance and Human Resources Departments
4.3 Payroll enquiries	Performance measures will include (but not be limited to): Answering general payroll enquiries, including advice on Awards, EBAs and policies
4.4 Model appropriate values and behaviours in respect to service delivery, relationships with staff and peer groups.	Performance measures will include (but not be limited to): - Active and regular participation in staff meetings - Promote the Values of Vivid at every opportunity
4.5 Other duties as directed	

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ADDITIONAL RESPONSIBILITIES

As directed by the Chief Executive Officer, Executive Manager Resources or the Human Resources Manager.

ACCOUNTABILITIES

Refer to the Accountabilities published on Vivid's website.

ORGANISATIONAL RELATIONSHIPS

Reports to: Human Resources Manager.

Supervises: Nil.

Internal liaisons: All Vivid staff and volunteers.

External liaisons: Vivid's clients, parents, carers and families; business operators and the broader community; other disability services providers; State and Federal Government departments and regulatory authorities.

ESSENTIAL ATTRIBUTES

Judgement and Decision Making

The position involves problem solving and the development of options, and strategies to address issues.

The position will require the use of initiative in developing approaches and resolving issues.

Specialist Skills and Knowledge

Understanding of Modern Awards which apply to the disability sector.

Understanding of EBAs.

Knowledge of general payroll practices, procedures, operations and legislation.

Management and Leadership Skills

The ability to effectively plan, organise and manage one's own time.

Demonstrated ability to be pro-active and show initiative.

Deadline focused.

Meticulous attention to detail and accuracy.

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Ability to communicate effectively, efficiently and openly.

Ability to manage and adapt to a range of challenging situations.

Experience in employee supervision and leadership with training mentoring and coaching.

Well-developed computer skills with a preference for the ability to utilise all Microsoft Office programs.

Interpersonal Skills

Ability to establish rapport with other members of the Vivid team and contribute to the development of a pro-active visionary work culture in the organisation;

Highly developed written and oral communication skills.

Ability to work in a busy and changing multi-disciplinary team.

Excellent communication and negotiation skills.

Licences and registrations

NDIS Worker Screening Check.

Working with Children's Check.

A current Australian driver's licence.

Desirable

Minimum 2 years' experience in a similar role.

Experience in working with people with a disability.

A current unrestricted Australian Driver's licence.

Additional information

Vivid encourages staff to explore Salary Packaging benefits which allows employees to tailor their salaries to best suit their individual personal and financial needs.

Vivid recognises that everyone has different responsibilities and needs. The organisation aims, whenever practicable, to provide flexible working arrangements which balance an individual's requirements.

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Signed:

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Payroll Coordinator

Date: / /

Signed:

Kylie Liebmann

Chief Executive Officer

Date: / /