

**BELVOIR**



**PAYROLL OFFICER  
Information Pack**

**SEPTEMBER 2021**



The Cast of *Counting and Cracking*, 2019 Photo: Brett Boardman.

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COMPANY B LIMITED  
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**Overview**

**Job Profile:** The Payroll Officer will be primarily responsible for all payroll related duties, including accurate and timely delivery of the weekly payroll function of Belvoir. The payroll consists of regular permanent staff as well as extensive casual staff associated with the delivery of the production / FOH / box office etc. operations of the company.

The Payroll Officer will take ownership of processing payroll as well as being the first point of call for the collection of regular payroll / HR related information such as Tax Declaration forms and superannuation information and be responsible for workers compensation claim management.

The Payroll Officer is an important part of the Finance Team and will be asked to assist with additional finance related duties from time to time.

**Hours of work:** 24 hours per week (3 days/week), Monday – Wednesday

**Package:** 10% employer contribution to superannuation  
20 days annual leave per annum accrued pro rata  
10 days personal leave per annum pro rata  
Complimentary tickets to Belvoir shows

**Contract:** Ongoing after 6-month probation period

**Reporting to:** Head, Finance and Operations

**Salary:** Commensurate with experience

**Starting:** ASAP

**Application:** Please submit a CV (including the names and daytime contacts of two referees) and cover letter *addressing the selection criteria*. (Applications not addressing the criteria will not be considered).

For specific questions regarding this role please contact Roula Zivlas, Head of Finance & Operations [roula@belvoir.com.au](mailto:roula@belvoir.com.au)

**Forward to:** Vyvyan Nickels, Officer Manager, [reception@belvoir.com.au](mailto:reception@belvoir.com.au)

**Deadline:** C.O.B Friday 1 October



Kate Mulvany in *Every Brilliant Thing*, 2019. Photo: Brett Boardman

## **PAYROLL OFFICER**

### **Job Description**

The Payroll Officer is a new part-time position at Belvoir and is responsible for ensuring all aspects of payroll processing, including salary disbursement, leave management, superannuation disbursement and workers compensation administration is delivered accurately and within appropriate timeframes as required by relevant legislation.

Belvoir has around 36 regularly employed staff (full and part time) plus approximately 30 regularly employed casuals (in box office, front of house and the set building workshop). In any one year we would also employ approximately 300 artists. Payroll is done weekly.

The Payroll Officer reports to the Head of Finance & Operations. The Payroll Officer is also expected to work collaboratively with all members of staff – particularly Heads of Departments and line Managers in relation to all payroll matters.

### **Duty Statement**

- Ensure all aspects of payroll processing, including salary disbursement, leave management, superannuation disbursement and workers compensation administration is delivered accurately and within appropriate timeframes as required by relevant legislation.
- Process new starters, terminations and payroll adjustments.
- Responsible for Belvoir meeting its statutory requirements including taxation (PAYG and FBT), superannuation and workers compensation.
- Provide responsive and accurate support to employees of Belvoir on payroll matters, including the resolution of difficult payroll enquiries, assisting in identifying payroll errors and implementing corrective action to ensure employee payments are processed accurately and in a timely manner.
- Provide and promote service excellence and foster effective teamwork and business relationships.
- Contribute to the application and monitoring of HR practices, principles, and delegations.
- Contribute to process improvement by participating in a range of payroll and service delivery reform activities.
- Assist with other financial and administrative tasks that may arise from day to day.

### **Selection Criteria**

- Extensive experience in payroll, particularly the use of Keypay payroll system or other relevant software
- Strong understanding of legislation, taxation and superannuation as they relate to payroll processing activities
- Sound numeracy skills, attention to detail and accuracy
- Personal and people management skills including conflict resolution
- Proven ability to work effectively either as an individual or member of a team and relate effectively with staff on all levels
- Proven ability to communicate, both orally and in writing, in a clear and concise manner
- Proven ability to quickly learn new information, processes and procedures
- Proven ability to meet deadlines and identify and deal with problems
- Experience in the use of Quickbooks and Microsoft Office suite of products

## Company Information

When the Nimrod Theatre building was threatened with redevelopment in 1984, more than 600 people – ardent theatre lovers together with arts, entertainment and media professional - formed a syndicate to buy the building and save the theatre. Thirty six years later, Belvoir St Theatre continues to be home to one of Australia’s most celebrated theatre companies.

Belvoir engages Australia’s most prominent and promising playwrights, directors, actors and designers to realise an annual season of work that is dynamic, challenging and visionary. As well as performing at home, Belvoir regularly takes to the road, touring both nationally and internationally.

Both the Upstairs and Downstairs stages at Belvoir St Theatre have nurtured the talents of many renowned Australian artists: actors including Wayne Blair, Cate Blanchett, Sacha Horler, Deb Mailman, Jacqui McKenzie, Robyn Nevin, Leah Purcell, Pamela Rabe, Richard Roxburgh, Hazem Shammass and Toby Schmitz; writers such as Rita Kalnejais, Lally Katz, Kate Mulvany, Tommy Murphy and Matthew Whittet; directors including Benedict Andrews, Wesley Enoch, Eamon Flack, Rachael Maza, Anne-Louise Sarks, Simon Stone and former Artistic Director Neil Armfield.

Belvoir’s position as one of Australia’s most innovative and acclaimed theatre companies has been determined by such landmark productions as *The Glass Menagerie*, *Angels in America*, *Brothers Wreck*, *Ivanov*, *Neighbourhood Watch*, *The Wild Duck*, *Medea*, *The Diary of a Madman*, *The Blind Giant is Dancing*, *Hamlet*, *Cloudstreet*, *The Book of Everything*, *Keating!*, *Exit the King*, *The Sapphires* and *Who’s Afraid of Virginia Woolf?*

In 2019 Belvoir produced its biggest show ever *Counting and Cracking* at Sydney Town Hall. It was a sell- out season and was also part of the Adelaide Festival. It won seven Helpmann awards including Best Play and Best New Australian Work. In the same year Belvoir also won the Helpmann for Best Musical for *Barbara and the Campdogs*, as well as another five Helpmann awards.

2020 was a difficult year for Belvoir, as it was for most performing arts companies. We were closed for six months during which time we employed close to 300 artists to develop new work. In mid-September we were one of the first theatre companies to re-open their doors and since then we have presented three productions, under Covid-safe protocols. Our 2021 season is attracting old and new subscribers alike and we are hopeful that within the year the company will return to ‘normal’

Belvoir is part of the National Performing Arts Partnership Framework, receiving equal amounts of both state and federal funding which equates to around 17% of income. Other income is derived from box office, development and commercial activities. The company is managed by a Board of Directors which is chaired by Sam Meers. The current Artistic and Executive Directors are Eamon Flack and Sue Donnelly.

More information, including annual reports and seasons, can be found at: [www.belvoir.com.au](http://www.belvoir.com.au)



Miranda Daughtry and Helen Thompson in *Things I know to be True*, 2019w. Photo: Heidrun Löhr