Position Description - Payroll Officer

Position Details

Position Title: Payroll Officer

Division: Operations and Planning

Department: Human Resources

Campus Location: Based in Ho Chi Minh city but may be required to work at other campuses of RMIT Vietnam.

Classification: PSV03

Time Fraction: full-time: 1.0 (40 hours per week)

RMIT University

RMIT is a global university of technology and design, focused on creating solutions that transform the future for the benefit of people and their environments. We are global in attitude, action and presence; urban in orientation and creativity; and connected through active partnerships with professions, industries and organisations.

RMIT University enjoys an international reputation for excellence in professional and practical educational programs and high quality outcome-oriented research.

One of Australia’s original educational institutions founded in 1887, RMIT is now the nation’s largest tertiary institution. The University offers an extensive range of postgraduate, undergraduate and vocational programs.

RMIT has three Melbourne campuses – in the central business district and in Brunswick and Bundoora in the city’s northern suburbs – and campuses in Hanoi and Ho Chi Minh City in Vietnam. With significant partnerships in Hong Kong, China, Malaysia and Singapore, RMIT has a strong educational presence in the Asia-Pacific region. The University’s total student population of 74,000 includes 30,000 international students (onshore and offshore).

RMIT is a leader in technology, design, global business, communication, global communities, health solutions and urban sustainable futures, and is ranked in the top 100 universities in the world for engineering and technology in the 2010 QS World University Rankings. [www.rmit.edu.au](http://www.rmit.edu.au)

RMIT Vietnam

RMIT International University Vietnam is the Asian campus of RMIT University. RMIT Vietnam is creating an innovative research, teaching and learning culture. It is committed to providing internationally recognised high-quality education and professional training for its students, clients and members of the community.

As an internationally recognised Australian university based in Asia, RMIT Vietnam assists in the development of human resources in Vietnam and the region by providing opportunities for students from around the world to belong to an international educational community that supports them to achieve their potential in an increasingly globalised world.

Degrees are awarded by RMIT University in Australia, allowing Vietnamese students to receive an overseas education without having to leave home. RMIT Vietnam is also host to students from Australia and many other countries. All degree programs are recognised by the Vietnamese Ministry of Education and Training (MOET) and are subject to regulation by the Australian Tertiary Education Quality and Standards Agency. RMIT Vietnam is an English speaking university and all teaching is in English.

[www.rmit.edu.vn](http://www.rmit.edu.vn)
Position Summary

The key objective of this position is to prepare and execute the RMIT Vietnam payroll system effectively including organising data and information into the human resource information system, maintaining staff records and processing required government and management reports on a timely basis.

Reporting Lines

Reports operationally to: Personnel Manager

Reports functionally (where applicable) to:

List by title positions which report directly to this position: None

Organisational Accountabilities

RMIT Vietnam is committed to the health, safety and wellbeing of its staff members. RMIT Vietnam and its staff members must comply with a range of Vietnamese legal and regulatory requirements, including foreign investment & business, import & export, contracts & commerce, banking, finance & foreign exchange, labour, taxation, land & premises, environment, and immigration. RMIT Vietnam expects all staff members to comply with its Code of Conduct, policies and procedures, which relate to legal and regulatory requirements and our ways of working.

Key Accountabilities

1. Prepare monthly payroll for approval and coordinate with Finance to ensure timely and accuracy remittance for employees every month.
2. Timely and accurate input and update of staff information in the human resources information system (HRIS) for accurate payroll processing and HR reporting.
3. Prepare accurate and timely statutory reports to relevant Vietnamese government agencies such as the Immigration Department, Labour Department and the Ho Chi Minh Social Securities.
4. Prepare termination payments and documents to ensure timely and accuracy remittance for employees departing RMIT Vietnam.
5. Prepare monthly personal income tax declaration for employees and report to Tax Department.
6. Compile and assist with the calculation of annual personal income tax finalization for current and departing employees.
7. Ensure accurate and timely regular leave reports for relevant divisions and departments.
8. Provide assistance to ensure contractual benefits for employees are paid within the terms of their contracts in a timely manner.
9. Provide assistance in preparing offers of employment and labour contracts as required.
10. Other tasks as directed by the Personnel Manager.

Key Selection Criteria

A: Qualifications and Pre-requisites

Mandatory

Tertiary qualifications in a relevant discipline.

If English is not your first language, then evidence of a General IELTS Band Score of 5.5 (or equivalent) during the last two years should be provided.

B: Employment/Professional Experience

Mandatory

1. Demonstrated experience with HR data systems and payroll.
2. Experience in human resource area, and knowledge of the Labour Law and Medical and Social Insurance practices.
C: Competencies - skills, knowledge, abilities

Essential

1. Demonstrated ability to work with confidential information.
3. Demonstrated superior knowledge and experience in using computer software such as Microsoft Word, Excel, Power Point and Access.
4. Demonstrated ability to work with confidential information.
5. Superior customer service skills and attitude and experience in a customer service environment.
6. Well developed interpersonal skills, including negotiation, liaison, and cross cultural communication in both written and spoken English and Vietnamese.
7. Demonstrated ability to work independently and as part of a team.

Note:
For foreign staff, appointment to this position is subject to the ability to obtain a Vietnamese work permit.
For all staff, appointment is subject to satisfying the English language standards relevant to the position.

This position description is current as at the date of approval. It may change from time to time to reflect operational needs and changes to organisational reporting relationships.

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