

PAYROLL COORDINATOR

Position Details

Position Title	Payroll Coordinator
Reports to	Director – Business Advisory, International & Taxation And Payroll supervisor
Direct reports	None
Role location	440 Collins St, Melbourne VIC 3000
Document creation/revision date	8 March 2024
Other	N/A

Primary purpose

The Payroll Coordinator works as part of a small team providing outsourced end-to-end payroll services for a number of clients, ensuring that pays are processed correctly and on time and client queries are resolved satisfactorily.

Key relationships

Internal relationships

- 1) Directors
- 2) Business Services teams
- 3) Administration team

External relationships

- 1) Crowe Clark (a UK-based accounting firm)

Accountabilities

Accountabilities for the position include:

- Assisting with the onboarding process for new payroll clients
- Setting up new employees, ensuring all components are complete such as TFN, Super, and Employment Contracts
- Entering the monthly data including leave maintenance and generating reports
- Preparing and lodging payroll taxes
- Preparing the monthly IAS
- Setting up WorkCover policies where required
- Processing Superannuation lodgements
- Assisting with EOM and EOFY reporting

- Attending to Payroll queries

Attributes

Knowledge, Experience and Skills

- Knowledge of general payroll legislation (including Superannuation, payroll tax, STP)
- Previous experience in high volume end-to-end payroll processing, including terminations, redundancies, EOM/EOFY reporting, Workers Compensation, LSL
- Experience processing multiple payrolls.
- Experience in HR3 (preferred)
- Competent using Microsoft Word and Excel
- Strong numerical skills, accuracy and attention to detail
- Excellent communication skills, both verbal and written
- The ability to manage own time to meet deadlines and work effectively under pressure
- A desire and ability to work collaboratively and effectively within a team.
- Multitasking, consultant/mentality client service