



This vacancy is open only to Aboriginal and Torres Strait Islander applicants, reflecting our commitment to the ABC's Reconciliation Action Plan, ABC Equity and Diversity Plan and the Equal Employment Opportunity (Commonwealth Authorities) Act 1987.

Pay & Entitlements Officer

- **Be a part of Australia's independent national broadcaster**
- **Salary between \$64,000 - \$71,000 p.a. + choice of 15.4% super**
- **Adelaide: City fringe Collinswood location**

Working at the ABC

The ABC is the nation's most trusted and independent source of Australian conversations, culture, and stories. With over 4,000 employees from diverse backgrounds, located across over 50 locations around Australia and overseas, we are proud to create, curate and deliver high-quality programming that informs, educates and entertains Australian communities.

The ABC's a great place to work; we provide various opportunities for Indigenous staff, including attending the national Indigenous staff conference, activities during NAIDOC week, regular networking events and mentoring support. You'll have a friendly and supportive environment to learn and grow in, with a vibrant, dynamic and cohesive team and a manager who will help you with any questions and give you regular opportunities to talk about your progress. You'll also have access to a network of Indigenous staff and support from the ABC's Indigenous Employment Manager.

About the Role

This is a fantastic opportunity to join our dedicated HR Services Team to support payroll processes. Reporting to National Pay and Entitlements Manager, you will be responsible for a variety of payroll related tasks including:

- Calculating and processing roster variations and payroll adjustment, ensuring accurate and timely payments to staff;
- Providing advice to staff, managers and the wider Engagement team on payroll, rostering, superannuation and entitlements;
- Ensuring compliance with relevant internal and external policies, standards and legislation;
- Maintaining staff details in the pay system, ensuring correct payment of salary and entitlements.

About You

We are looking for an experienced Pay & Entitlements Officer with a good understanding of payroll procedures.

To be successful you will have:

- Experience in payroll calculation and input using computerised HR & Payroll systems, preferably SAP;
- Demonstrable organisational skills and the ability to work to tight deadlines;
- Strong communication and interpersonal skills;
- Knowledge and understanding of Aboriginal and/or Torres Strait Islander cultures;
- Ability to engage with diverse communities and understand issues that affect the local audience.

For an overview of the role, please refer to the position description on our website **PD - Pay and Entitlements Officer.docx**

For further information contact Michelle Challans, Recruitment Adviser on (08) 8343 4970 or Brenton Conduit, National Pay & Entitlements Manager on (08) 8343 4980

Recruitment Agency applications will not be accepted.

Applications Close: 2 May 2018

Applications must be submitted via the ABC online portal

CLICK HERE