

# Payroll Officer

- Mascot location
- Close to Mascot train station!
- Salary packaging available
- Part time – 5-day fortnight

## About us

Central and Eastern Sydney PHN is a Not-For-Profit Primary Health Care Organisation covering Sydney Local Health and South Eastern Sydney Local Health District regions.

Our aim is to increase the efficiency and effectiveness of primary health care services for patients particularly those at risk of poor health outcomes; and improve coordination of care.

PHNs are new and exciting additions to the primary health care landscape. You can find out more about this PHN at [www.cesphn.org.au](http://www.cesphn.org.au).

## About the Role:

- This position is responsible for the payroll function for all staff and Directors of EIS Health Ltd, including our member companies
- Coordinate and work with the Finance Team to ensure the efficient operations of the payroll function and to achieve the overall organisational objectives
- Assist with other finance activities as required, including but not limited to accounts payable and receivable tasks

## Your key external stakeholders are:

- Sage Micropay
- Advantage Salary Packaging
- Superannuation clearing house.
- ATO
- Member companies
- Vendors and customers

## Your responsibilities will be:

- Prepare and process periodic payroll for staff in accordance with EIS Health Ltd policies and procedures.
- Prepare monthly / quarterly director stipend for EIS and member companies within a specified timeframe and in accordance with statutory requirements.
- Prepare monthly Superannuation payments for staff and Assist in the process of expense payments and accounts for member companies.
- Assist in the preparation bank reconciliation for EIS and member companies when required.
- Prepare actual salary declaration for workers' compensation insurance.
- Provide support to staff regarding salary packaging enquiries.
- Liaise with HR to ensure that all leave applications, hours worked and other employee data migrated from HR and payroll systems are accurately reflected in all payroll documentation and databases
- Ensure that all payroll information within Sage Micropay (Meridian) payroll system is maintained accurately and prepare reports as required.

- Calculate and process all salary and wages increases (including backpay, if required), leave entitlements, other adjustments and termination payments in accordance with statutory requirements.
- Process authorised deductions and allocations of labour costs as per program budgets.
- Facilitate the electronic transfer of salaries and wages to financial institutions and other deduction recipients.
- Ensure that practices and procedures in payroll comply with all statutory requirements (Federal and State) and any applicable industrial awards.
- Ensure compliance to Australian Taxation Office (ATO) requirements as they apply to the payment of salaries and wages and Single Touch Payroll (STP) requirements.
- Produce and reconcile PAYG Payment Summaries at year end and ensure that appropriate information is aligned to the final year end STP submissions.
- Liaise with all program areas and departments, and provide assistance to management and staff on payroll related matters.
- Assist other members of the Finance team as required.
- Perform other duties commensurate with skills and experience as directed.

***Please address the selection criteria in your cover letter or your application will not be considered.***

## Selection Criteria - Essential

- A minimum of 3 years' relevant experience.
- Experience with payroll process and related taxes.
- A sound knowledge of award interpretation.
- Able to work to a high level of accuracy and meet strict deadlines.
- Demonstrated experience with payroll and timesheet systems and superannuation payments.
- Experience in managing expense payments and accounts.
- Experience in preparing bank reconciliation.
- Demonstrated experience using accounting and payroll software

## Selection Criteria - Desirable

- An understanding of the primary health care environment and experience in communicating with health care professionals and consumers within CESPHE boundaries.
- Ability and willingness to facilitate educational workshops and develop quality education resources.
- Possession of a current NSW driver's licence and access to own vehicle.
- Diploma in accounting or finance
- Relevant computing skills including Microsoft Office, MYOB, Micropay Meridian and Microsoft NAV.

You must address the criteria in your cover letter and send your cover letter and resume to:

**[recruitment@cesphn.com.au](mailto:recruitment@cesphn.com.au)**

If you have any questions about the role contact Hannah on 1300 986 991.

CESPHE is an equal employment opportunity employer committed to equity, diversity and social inclusion. Applications are encouraged from Aboriginal and Torres Strait Islander people.

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INFORMATION AND TO  
APPLY ON SEEK**