



Australian Government
Indigenous Land Corporation

Payroll/People and Culture Officer

- **Exciting opportunity based in Adelaide**
- **Interesting, challenging and rewarding work**
- **Salary Range \$64K to \$68K (plus 15.4% Super)**

The Indigenous Land Corporation (ILC) is an independent Commonwealth statutory authority established to provide economic, environmental, social and cultural benefits for Aboriginal people and Torres Strait Islanders by assisting in the acquisition and management of an Indigenous land base.

We are looking for an energetic, highly focused thinker to work in a challenging, and rewarding team environment. Reporting to the Manager Human Resources, you will have demonstrable experience in performing the following:

- responsible for end-to-end payroll processing for multiple payrolls using Chris21, by collecting, checking, preparing and processing payroll related data
- interpretation of taxation and superannuation legislation
- creating and maintaining applicable payroll files that are in line with the ILC's audit procedures and recommendations
- undertake other specified People and Culture responsibilities that are identified in the Position Profile

The successful candidate must be energetic, highly focused and work well in a team or autonomously. To succeed in this role you will have had extensive experience in payroll using Chris21. You will also have good oral and written communication skills including the ability to facilitate and/or negotiate with a range of stakeholders. The ability to communicate effectively with Aboriginal people and Torres Strait Islanders and a knowledge and understanding of their cultures, will be highly regarded.

The commencing salary will be within the range above depending on your skills and experience.

*For further information, please contact **Dayton Lindholm, Manager Human Resources, on 08 8100 7100 or Freecall 1800 818 490.** (Position documentation, the Recruitment Privacy Statement and more information on the ILC are available on our website at www.ilc.gov.au)*

You must be an Australian resident and your application must demonstrate that you have knowledge of the role and functions of the Indigenous Land Corporation.

To apply visit www.ilc.gov.au/jobs

Applications are to include a covering letter and a detailed current CV and should be in "MS word" format. Further information may be requested if you are selected for interview.

Applications close 5:00pm Sunday 30 July 2017

Aboriginal and Torres Strait Islander people are encouraged to apply