



Payroll Officer

- On the job training by the team
- Adelaide – City fringe Collinswood location with onsite parking

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.

About the ABC

The ABC is the nation's most trusted and independent source of Australian conversations, culture, and stories. With more than 4,000 employees from diverse backgrounds across more than 50 locations around Australia and overseas, we are proud to create, curate and deliver high-quality content 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

An exciting new opportunity has become available to join a very busy, hard-working team to calculate, process and provide advice on payroll, rostering, superannuation and entitlements to staff. Training will be provided, and you will be fully supported in a dynamic and collaborative environment.

- Calculate and process employment variations and payroll adjustments to ensure accurate and timely payments to staff
- Provide advice to the People and Culture Team, Managers/Rosterers and staff on payroll, rostering, superannuation and entitlements issues
- Commence, maintain staff details and terminate employees in the Pay system to ensure correct payment of salary and entitlements.
- Build and maintain good relationships with internal/external clients to meet customer service standards and with the Payroll team; ensuring deadlines are met.

About You

If you've had a few years' experience in a complex, structured payroll environment, then we would like to hear from you! Some experience in calculation and input for computerised Payroll and HR Information systems is essential for you to apply your good understanding of payroll procedures. You will also have:

- Knowledge and understanding of Personnel/Administrative procedures
- Good communication and interpersonal skills
- Well-developed organisational skills and the ability to work to tight deadlines.
- An eagerness to learn and an adaptable, positive attitude
- Experience with SAP HRMIS an advantage

How to Apply

Please complete the online application form and submit as part of your application a Cover Letter and Resume on our ABC Careers Website. For a full copy of the Position Description please visit: <https://careers.abc.net.au/en/job/500912/payroll-officer>

For further information on this position please contact Sandra Box, Team Leader, Payroll on 02 8333 4964. Recruitment Agency applications will not be accepted.

For more information on working at the ABC visit abc.net.au/careers/indigenous/

Applications Close: 11:55 pm, Tuesday 3 March.

**ABC
ON-LINE**