



**BOLD
THINKERS
DRIVING
REAL-WORLD
IMPACT**

Payroll Officer

- **Opportunity to become a valued team member in a close-knit Finance team**
- **Work for a renowned organisation working in the Aid/Development sector**
- **Engage with our diverse employee base and develop strong working relationships with stakeholders**

About Us

Abt Associates is a mission-driven, global leader in research, evaluation and implementing programs in the fields of health, social and environmental policy, and international development. We work with our clients to implement bold, innovative solutions to improve the lives of the community and deliver valued outcomes for our clients. Abt Associates is regularly ranked as one of the top 20 global research firms and one of the top 40 international development innovators. We provide a comprehensive range of services from policy to service delivery in the public and private sectors, contributing to long term benefits for clients and communities. Abt Associates is an organisation that has a personal commitment to its staff and as such we value the long-term relationships that we build with the people who work for us.

The Opportunity

The Payroll Officer will assist and undertake the processing of all full end-to-end domestic and international salary payments to our Australian and global workforce in APAC and the UK.

Key Duties

- Assist in ensuring the accurate and timely payment and distribution of all salaries and wages as per employment contracts, organisational policies, awards and other legislative requirements relevant to Australian and international payroll processing
- Assist with the accurate and timely payment and distribution of all performance and bonus payments (as directed by management)
- Assist with the accurate interpretation and application of agreements, contracts, awards and taxation legislation within Australia and internationally, and advise management on these as required
- Assist in the design and implementation of enhancements to Abt Associates' payroll system, payroll policies and payroll procedures
- Assist in the preparation of balancing and reconciling payroll tax, PAYG tax, superannuation (Australian and international), Workers' Compensation returns and end of financial year processing both within Australia and internationally.

Further key duties can be found in the Terms of Reference in the 'View Position Description' link on the job advert page of the Abt Associates website.

Key Requirements

The preferred applicant will have the following:

- 2-3 years operational experience in dedicated high-volume payroll position/s (500+ people), and equivalent experience processing electronic payments to employees under Australian legislation
- Demonstrated knowledge and experience across all technical payroll activities, including Australian statutory and compliance related requirements
- Demonstrated resilience and ability to effectively and professionally manage competing priorities, including an ability to respond with appropriate urgency to last minute payroll matters that arise
- Demonstrated ability to exercise a high level of confidentiality and discretion regarding payroll activities and sensitive information received
- Ability to develop strong working relationships with key personnel and stakeholders across all level of the business
- Ability to understand and apply jurisdiction requirements throughout the Asia-Pacific region and the UK
- Experience with international payroll will be highly regarded

Further Information & Application

Other details of this opportunity can be found in the Terms of Reference on the job advert page of the Abt Associates website:

https://jtai.turborecruit.com.au/job/job_details.cfm?id=1056274&from=direct

Applications close: Sunday, 5 April 2020 – midnight (AEST)

Applications should be submitted online via the Careers page of the Abt Associates' website and must include a CV and covering letter addressing the key requirements listed above. **Any applications that do not provide responses to the key requirements will not be reviewed.**

You must have full Australian working rights to be eligible for consideration for this role.

Aboriginal and Torres Strait Islander peoples are encouraged to apply.

We welcome and thank all applicants however; only shortlisted applicants will be contacted.

**CLICK FOR FURTHER
INFORMATION AND TO APPLY**