



Job Opportunity: Payroll Officer

## About Us

Tattarang is one of Australia's largest private investment groups with a portfolio that spans across agri-food, energy, resources, property and lifestyle. The group is made up of six business divisions: Fiveight, Harvest Road, SFM Marine, Squadron Energy, Wyloo Metals and Z1Z. We believe in investing for growth and pursue opportunities in both the listed and unlisted space with a long-term investment horizon.

## About the Role

The Payroll Officer is responsible for providing administrative and processing support in preparation of payroll, ensuring accurate and timely payment of wages and salaries and maintenance of related records to comply with Organisational and legal requirements. The position will also be required to support ongoing projects including transition and integration of new software.

- Preparation and payroll for specific business divisions with the Tattarang Group
- Processing new employee records and master file maintenance of all payroll related transactions including transfers, allowances, deductions, superannuation, salary packaging, tax and workers compensation payments
- Being the first point of contact for employees on pay related queries and managing the query through to resolution in consultation with the employee
- Reconciliation and preparation of payments for salary deductions, superannuation contributions and tax payments
- Preparation of monthly, quarterly, and ad hoc reports for Finance and other internal and external parties as required
- Preparation of payroll journals and reconciliation of payroll related general ledger accounts
- Undertake and assist with ad hoc tasks within the payroll area, as directed
- Maintain relationships with staff within support functions and external parties (e.g. superannuation funds, ATO, Maxxia and Centrelink) to contribute to quality service delivery of Payroll operations and activities.
- Ensure the consistent application of best practice payroll processes as directed
- Assist and support other team members as and when required
- Support transition of business division from monthly to fortnightly payroll including transition and implementation of procedures and process

## About You

- Certificate IV in Payroll Administration would be highly regarded
- Experience in the use of ADP Payforce and Deputy highly desirable
- Willingness to uphold the Mission, Vision and Values of the organisation
- Proven experience in a complex payroll environment
- Proven experience in project related payroll work, including implementation of new systems and/or processes



- Advanced computing skills in MS Office suite, excel and computerised payroll systems
- Attention to detail and a strong mathematical ability
- Strong customer service skills and the ability to maintain relationships with key stakeholders.
- Excellent verbal and written communication skills
- Ability to prioritise a demanding workload, and achieve required deadlines
- Able to use initiative and work autonomously
- Able to work calmly in a dynamic and busy environment
- Proactive and forward thinking

## Next Steps

Please attach your resume and a cover letter explaining why you are up for the challenge!

*Tattarang and Minderoo Foundation embraces Equal Opportunity and promotes diversity. We actively encourage Aboriginal & Torres Strait Islanders, people of all backgrounds, ages, sexual orientation, and those with Disability to apply.*