

Payroll Specialist

Reports to: Payroll Manager

Key Relationships: Wider payroll team, Support Teams, Centre and wider management teams

Authority Levels: as agreed with Payroll Manager

WHY YOU'RE HERE

At BestStart, we stand up and stand out for our children, families and communities. We're leaders in the early childhood sector, we make a difference and we love what we do. We pride ourselves on being an inclusive team. We encourage our people to bring their unique selves to work. It doesn't matter who you are, if you're passionate about making a difference, you belong here.



WHAT YOU'LL DO

- Responsible for the end-to-end payroll function to ensure a successful fortnightly payroll is completed.
- Maintain accurate employee data in the application databases in a timely fashion to ensure that employee file errors do not occur
- Report any anomalies identified with employee data or set up which may affect payroll or associated reporting
- Complete appropriate audits as directed to ensure accuracy of payroll in each pay period
- Respond to enquires received by Payroll (phone or email) positively and in a timely manner, giving staff confidence that their concern is being attended to
- Provide accurate information on all payroll matters and holidays to their applicable current government acts
- Reports (fortnightly, monthly, and quarterly) are prepared in accordance with timelines and are accurate



HEALTH & SAFETY

- Actively promote and role model health & safety awareness.
- Complete health and safety training as required.
- Identify, report and escalate risks, health, safety and environmental hazards within the workplace and take appropriate action.
- Understand and meet, any legally binding health and safety regulations relevant to the workplace.



THE SKILLS, KNOWLEDGE AND EXPERIENCE YOU'LL NEED

- At least 3-years prior experience in a payroll *specialist* position
- To have managed a payroll of at least 1,500 employees or greater
- Experience with chris21 software would be a distinct advantage
- Experience in achieving expected payroll processing outcomes through efficient data entry and administration
- Intermediate level user with excel
- Excellent customer service experience
- Excellent interpersonal skills and confident communicator
- Outstanding written and verbal communication skills
- Ability to analyse and evaluate effectiveness of initiatives and determine change in direction where necessary