



Job Description

Payroll Advisor

This role is responsible for the provision of a timely, accurate and compliant Payroll services for Summerset, combined with maintaining the data integrity and system configuration of the Human Resource Information System (TechnologyOne).

The Payroll Advisor will ensure that excellent customer service is provided to internal customers and that continual process review is carried out.

This job description provides an overview of the responsibilities and tasks of the role. You may be required to perform job related tasks other than those specified.



STRONG ENOUGH TO CARE



ONE TEAM



STRIVE TO BE THE BEST






BRINGING THE BEST OF LIFE

Business Unit

People and Culture

Department / Team	HRIS Team
Reporting Line	Payroll Manager
Contribution / Responsibilities	<ul style="list-style-type: none"> • Perform the fortnightly payroll for Summerset Care Ltd, Summerset Management Group Ltd, and Summerset Management Group (Australia) Pty Ltd • Ensure salaries and wages are processed and paid accurately and on time as per the employment conditions of the company IEA, CEA and all relevant legislation • Process all payroll related tasks, included but not limited to new hires, promotions, transfers, terminations, parental leave requests, ACC leave management and changes to deductions and payments • Support the time and attendance management system, including importation of accurate and complete time record data into payroll and manager support and training • Ensure that Summerset complies with all payroll, employment, awards, holidays and tax related legislation in, including maintaining knowledge of all relevant legislation in both countries and keeping up to date with any amendments • Assist and support remuneration related activities as required • Assist with checking and validation processes in accordance with internal and external audit requirements • Support the Payroll Manager with payroll reporting for external and internal requirements • Build and maintain strong working relationships with team members and relevant stakeholders • Provide continuous feedback to a wide range of payroll-related queries and provide guidance/support to junior colleagues • Protect the privacy of payroll data and employee records at all times • Maintain data accuracy and integrity • Other duties that would reasonably fall within the responsibilities and skills of the role, at the request of the Payroll Manager.
Health & Safety	Be a proactive contributor to ensuring the health & safety of our people, our customers, our contractors and our residents. This includes conforming to Summerset's safety culture expectations of an environment of zero-harm and compliance with health and safety policies and procedures.
Qualifications and Experience	<ul style="list-style-type: none"> • At least 1 years' experience in a full end to end payroll position • Demonstrate a sound knowledge and understanding of local employment/payroll related legislation - Australian knowledge/experience would be advantageous • Proficiency in Microsoft Office • Strong numerical aptitude and meticulous attention to detail / data entry accuracy • Strong customer service focus and able to provide a responsive, respectful, patient and empathic service to all internal customers • Strong team player • Ability to work under pressure in an extremely deadline driven environments • Excellent communication skills, both written and verbal • Can work unsupervised and autonomously as needed
Relationships	<ul style="list-style-type: none"> • HRIS/Payroll Team members • Other People and Culture team members • Summerset staff

Dimensions	<ul style="list-style-type: none"> • Nil direct report(s) • Nil opex / capex budget
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Values		
 STRONG ENOUGH TO CARE <p>We treat our residents like family. We do what's right. We respect people as individuals.</p>	 ONE TEAM <p>We look out for each other. We take ownership and follow through. We share and listen to each other's ideas.</p>	 STRIVE TO BE THE BEST <p>We work hard. We like to win. We're always learning and improving.</p>

