

Payroll Officer

HR Shared Services

Sydney, Full time



Navitas is a diversified global education provider founded in 1994 that offers an extensive range of educational services for students and professionals including university programs, English language training and settlement services, creative media education, workforce education and student recruitment. Navitas provides services for over 83,000 people in 23 countries. Navitas is a public company listed on the ASX and is part of the S&P/ASX100 index.

Navitas, or PIBT as it was then, was founded in 1994 with the goal of helping more international students succeed at university in Australia via improved student support and an extended academic year. Since this time Navitas has significantly expanded the services it offers its students and clients and is now creating opportunities through lifelong learning for over 83,000 people in 23 countries per year.

Navitas is currently seeking an energetic Payroll Officer that's looking to make a difference. It is a great opportunity for an experienced Payroll Officer that has had exposure to a high volume payroll with multiple awards and agreements.

Key Responsibilities

The Payroll function is part of the HR Shared Services team and the role reports to the Group Payroll Manager. It involves the coordination of a high quality centralised payroll and administrative service for the Navitas Group, including superannuation services.

Delivering a timely and accurate payroll in a complex award/EBA structure is an essential part of the role whilst working with the team on developing a continuous process improvement culture. Your strong organisational skills coupled with excellent customer service will allow you to succeed in the role.

Essential

- Relevant qualifications and demonstrated experience in payroll; or at least 3 years' work experience in payroll.
- Current knowledge of superannuation legislation requirements.
- Customer service focused.
- Experience in large multi-entity payrolls.
- Excellent attention to detail.
- Excellent communication skills with ability to answer employee queries.
- Solid understanding of awards and relevant legislation.
- Sound understanding of general ledger and reconciliation experience.
- Good team player.
- Excellent time management skills and ability to prioritise to meet deadlines.
- Intermediate Microsoft Excel skills.

Desirable

- ICHRIS/Chris21.

What we offer

An attractive remuneration package will be negotiated with the successful candidate. The Navitas Group offers outstanding long-term career opportunities within Australia and abroad, and is values driven and an equal opportunity employer.

Applications close on Tuesday 4th July 2017.

Successful applicants require working rights in Australia, and will be subject to relevant pre-employment checks, which may include a National Police Check and/or a Working with Children Check.

Position Description



Title: Payroll Officer

Division: Group Human Resources

Reports to: Group Payroll Manager

1. Overview and Objectives of the Position:

The coordination of a high quality centralised payroll and administrative service for the Navitas Group, including superannuation services.

2. Key Relationships:

- i. Head of HR Shared Services
 - ii. Group Payroll Manager
 - iii. Group Payroll Team Leader
 - iv. Other Payroll, HR and Finance professionals within Navitas
 - v. Divisional Executive General Manager
 - vi. External third parties, i.e. Superannuation Funds
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3. Key Result Areas:

High standard of Payroll services

In consultation with the Group Payroll Manager and Group Payroll Team Leader:

- i. Maintain and update knowledge of ICHRIS in order to provide optimum payroll services to the business units.
- ii. Liaise with other units within HR to ensure timely and accurate fortnightly and monthly payroll processing.
- iii. Liaise with the Navitas Divisions and Business Units to ensure timely and accurate fortnightly and monthly payroll processing.
- iv. Provide end-of-period or ad-hoc graphical management reports and analyses relating to staffing and payroll in a timely manner as required.
- v. Maintain and update payroll forms in consultation with the Group Payroll Team Leader.
- vi. Assist the Group Payroll Team Leader in ensuring that the centralised payroll function complies with all relevant quality and IR standards.
- vii. Comply with relevant legislation and regulations (e.g. Australian Taxation Office, State Taxes etc.).
- viii. Perform audits and reconciliations of employee wage history, leave history and other items as required in a timely manner.

High Standard of Administrative Services

In consultation with the Group Payroll Manager and Group Payroll Team Leader:

- i. Provide administrative support, including data analysis and reporting.

High Standard of Superannuation Services

In consultation with the Group Payroll Manager and Group Payroll Team Leader:

- i. Process new member applications.
- ii. Ensure Choice Fund members are joined to the Navitas employer superannuation accounts where applicable.
- iii. Ensure correct data is established on ICHRIS and supplied to Westpac Quicksuper for the establishment of the electronic payment service for each superannuation fund.
- iv. Regularly audit the monthly superannuation reports to ensure accuracy of data.
- v. Exit employees from Navitas employer superannuation accounts where applicable.
- vi. Remit fortnightly superannuation payment information for Defined Benefits members.
- vii. Maintain a log of issues pertaining to superannuation in order to track emerging patterns and resolve problems in a prompt manner.
- viii. Ensure new member number details are uploaded to ICHRIS on the employee Masterfile record.
- ix. Using employer on-line services where available, regularly monitor the application of superannuation payments to employee accounts and follow up any issues directly with the superannuation fund.
- x. Ensure that the Navitas Group is complying with all relevant superannuation legislative requirements.

Contributes to the highest standard of professional staff

In consultation with the Group Payroll Manager and Group Payroll Team Leader:

- i. Participate in and contribute to professional development programs.
- ii. Implement and model high standards of work performance.
- iii. Provide high quality customer service.
- iv. Deal promptly and effectively with staff enquiries related to payroll.
- v. Employ high quality interpersonal and communication skills at all times.
- vi. Ensure the highest standards of privacy and confidentiality are maintained.

Contributes to the professional standing of the Group Human Resources Division as a centre of excellence

In consultation with the Group Payroll Manager and Group Payroll Team Leader:

- i. Develop and maintain effective relationships with staff across the Navitas Group.
- ii. Complete assigned tasks in accordance with agreed deadlines.
- iii. Provide support to other team members within the above team as required.

Contributes to the most effective and efficient management of resources

In consultation with the Group Payroll Manager and Group Payroll Team Leader:

- i. Ensure maximum efficiency and accuracy by the utilisation of the ICHRIS system.
- ii. Effectively undertake payroll functions.
- iii. Maintain accurate manual and computerised records and systems in the areas of payroll as required by the Group Payroll Manager and Group Payroll Team Leader.
- iv. Liaise on payroll matters with all levels of staff.
- v. Actively participate in effective communication practices.

Client Privacy

In consultation with the Group Payroll Manager and Group Payroll Team Leader:

- i. Ensure privacy regulations are understood and implemented.
- ii. Ensure client records and personal information is stored securely according to the Navitas Group's policies.

Occupational Health and Safety

In consultation with the Group Payroll Manager and Group Payroll Team Leader:

- i. Take reasonable care for the health and safety of staff.
- ii. Cooperate as far as needed to enable the Navitas Unit to comply with regulations involving health, safety and welfare.

4. Qualifications and Selection Criteria

Essential:

- i. Relevant qualifications and demonstrated experience in payroll; or at least 3 years' work experience in payroll.
- ii. Current knowledge of superannuation legislation requirements.
- iii. Customer service focused.
- iv. Experience in large multi-entity payrolls.
- v. Excellent attention to detail.
- vi. Excellent communication skills with ability to answer employee queries.
- vii. Solid understanding of awards and relevant legislation.
- viii. Sound understanding of general ledger and reconciliation experience.
- ix. Good team player.
- x. Excellent time management skills and ability to prioritise to meet deadlines.
- xi. Intermediate Microsoft Excel skills.

Desirable:

- i. ICHRIS/Chris21.