

## JOB ADVERTISEMENT PAYROLL OFFICER

**Employment Type:** Fixed term (parental leave cover) until December 2024

**Location:** National

Teach For Australia would like to acknowledge the many Traditional Custodians of the lands throughout Australia. We pay our respects to their Elders past, present and emerging, for they hold the memories, the traditions, the culture and hopes of Australia's first peoples.

- Opportunity to work with an engaged community of educators - working to **close the education gap**
- **Flexible work practices**, including the option to work from home
- Allowance and time off work for **professional development**
- Join us in our commitment and vision for [Reconciliation](#), in a space where we learn and grow together

### About the Position

The purpose of the Payroll Officer is to manage and execute Teach For Australia's (TFA) staff payroll accurately and on time for each reporting period. This includes the calculation, payment and reporting of net pay, PAYG, superannuation plus leave management.

Please note:

- This is a Full-time role (Parental leave cover) until December 2024.
- This role has flexibility to be remote so candidates from other locations in Australia will be considered.

### About Teach For Australia

Our vision is an Australia where education gives every child, regardless of background, greater choice for their future. The mission is to grow a community of leaders committed to equity for children and young people, by recruiting and developing exceptional people to teach and lead across Australian schools

### About You

#### Essential

- Experience administering Netsuite and Inffinet Cloud payroll systems.
- Good understanding of Australian payroll requirements, individual taxation, and regulatory obligations requirements, including PAYG, FBT, superannuation and legislative leave requirements.
- Demonstrated experience in a payroll function.
- Strong Excel skills
- Strong administrative, time management and organisational skills.
- Ability to be tactful with sensitive matters and retain confidentiality.

**Teach For Australia encourages applicants of all backgrounds to apply.**

### How to Apply

For an opportunity to take your place in this life-changing organisation please [Apply here](#), by 12pm Wednesday, 27 September 2023.

All enquiries can be directed to [jobs@teachforaustralia.org](mailto:jobs@teachforaustralia.org). Please note that you must have the appropriate right to work in Australia in order to be eligible for this role. Successful candidates will be required to undertake a National Police Clearance, and obtain a valid Working With Children Check. For more information about Teach For Australia and its impact on educational disadvantage, please visit <https://teachforaustralia.org/>.

## Job Description

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**Role Title:** Payroll Officer  
**Function:** Finance & Business Services  
**Reports To:** Finance Manager

### Role Purpose

The purpose of the Payroll Officer is to manage and execute Teach For Australia's (TFA) staff payroll accurately and on time for each reporting period. This includes the calculation, payment and reporting of net pay, PAYG, superannuation plus leave management.

### Qualifications and Experience

At least two years of experience in a similar position, working in a fast-paced, dynamic, complex and evolving environment. Knowledge of Australian payroll processing, HR and reporting requirements is desired.

#### Essential

- Experience administering Netsuite and Inffinet Cloud payroll systems.
- Good understanding of Australian payroll requirements, individual taxation, and regulatory obligations requirements, including PAYG, FBT, superannuation and legislative leave requirements.
- Demonstrated experience in a payroll function.
- Confidence to problem solve and undertake basic math calculations.
- Strong Excel skills
- Exceptional attention to detail and strong written and verbal communication skills.
- Strong administrative, time management and organisational skills.
- Customer relationship focus.
- Ability to balance and prioritise, where necessary, competing strategic and operational interests.
- Ability to work autonomously and within teams.
- Flexibility to meet the needs of the organisation, which may be on short notice.
- Ability to be tactful with sensitive matters and retain confidentiality.

#### Desirable

- Proficiency in Microsoft Office applications.
- Good knowledge of Modern Awards (SCHADS award).
- Good financial accounting/reconciliation skills.
- A natural problem solver with a passion for process improvement and automation.

### Key Accountabilities

#### Payroll processing

- Manage and execute TFA's payroll accurately and within TFA's payroll processing timeframe including when required termination payments.
- Maintain payroll records and prepare payroll ledger bookings including superannuation, Centrelink paid parental leave, PAYG and leave accruals.
- Prepare and maintain Workcover requirements including annual declarations for each State and Territory.



- Maintain employee records, including entering new employee details into Netsuite and updating records as required.
- Liaise with People and Culture with regards to changes to employee records.
- Prepare and distribute quarterly Personal Development allowance reports to department heads
- Ad hoc reporting and data entry as required.

#### Leave management

- Liaise with People and Culture with regards to employee leave balances.
- Ad hoc reporting and data entry as required.
- Prepare and maintain the Victorian Portable Long Service Leave portal and prepare appropriate accounting journals.

## Our Values

### Serve the Students

Everyone at TFA works in service of our vision for children and young people: an Australia where education gives every child, regardless of background, greater choice for their future. Our partnerships – with teachers and leaders in schools and across communities, organisations and systems – is in service of making their future fairer and brighter.

### Have High Expectations

Having high expectations – for ourselves, of others, and of what should be possible for students – is essential. The students we serve deserve no less. This does not mean setting unrealistic expectations that cannot be met, however this does mean having a sense of possibility and being motivated by a bold ambition.

### Make It Happen

To best serve students and their futures, we know there is a lot of work to be done. Not all of it will be straightforward. We act with deliberate intent. 'Hope is not a strategy'; we use data, creativity and the wisdom of experience to plan then execute. Our work is a marathon not a sprint, so we pace ourselves, working hard and smart.

### Get There Together

We have a big vision and mission. We can't – and won't – achieve it on our own. Authentic, mutually reciprocal relationships come first. We know that relationships – with students, colleagues, the TFA community, and countless others involved in this work – underpin everything else. Through trusting relationships, we can harness the power of collaboration and foster a collective sense of belonging.

### Celebrate Along the Way

We find joy and possibility in the big vision of what could be. We celebrate the strength and uniqueness of every student, and those who work in service of them. To sustain ourselves, we strive to laugh often and celebrate the small wins along the way. We believe in acknowledging contributions, recognising how far we have come by leveraging our strengths, and working with gratitude, humour and a bit of fun to keep us motivated for the journey ahead.

