



**PAYROLL & FINANCE
COORDINATOR**
Job Description

JDLS

Position	Payroll and Finance Coordinator
Location	Head Office, North Hobart
Reports To	Chief Financial Officer
Reported to By	Nil
Position Summary	<p>The Payroll & Finance Coordinator is responsible for managing payroll processing across the business and supporting the finance team with various tasks.</p> <p>The successful candidate will be process and detail-oriented, proactive, and committed to driving excellence in payroll, finance and accounts processes.</p>
Responsibilities	<p>Full payroll processing and management</p> <ul style="list-style-type: none">• Liaise with our payroll provider (Employment Hero) and internal stakeholders to process and manage payroll.• Maintain payroll data and ensure compliance with relevant legislation and internal policies (workers comp, payroll tax, super payments).• Interpret and apply awards and enterprise agreements.• Provide support for employee pay and leave enquiries. <p>Accounting assistance</p> <ul style="list-style-type: none">• Support end of month processes including account reconciliations and journal preparation• Assist corporate accountant with management report preparation• Support annual financial statement, tax and audit process• Assist with process improvement projects <p>Supporting Accounts Payable/Account Receivable</p> <ul style="list-style-type: none">• Provide back-up to the Accounts Officer including invoice processing, debtor management and managing correspondence• Assist with supplier and bank reconciliations• Support with supplier payments and treasury function <p>You'll also support with general office administration tasks such as support travel bookings, ordering and maintain office supplies, and liaising with contractors.</p> <p>Quality and Food Safety:</p> <ul style="list-style-type: none">• Follow work procedures to maintain quality and food safety compliance• Observe and report any issues that may impact quality or food safety (non-



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conformances).

Work Health and Safety:

- Ensure reporting systems are followed.
- Participate in relevant meetings and consult with other workers.
- Demonstrate a positive safety culture by following work procedures to maintain safety compliance.
- Observe and report any hazards, incidents and non conformances which may impact your safety or the safety of others.
- Communicate a safety first approach.

**Skill
Requirements**

- A strong understanding of payroll processes, legislation and compliance requirements.
- Experience with Employment Hero Payroll/Keypay software is highly regarded.
- Accounting qualifications or equivalent experience is highly regarded.
- You enjoy focusing on getting the details right.
- A proactive approach to problem solving.
- A strong communicator and collaborative team player.
- Current driver's license.

**Additional
Requirements**

Nil