



PAYROLL MANAGER

JOB & PERSON SPECIFICATION

DECEMBER 2025

Position Description
Payroll Manager
Position Details

Position Title:	Payroll Manager
Reports to:	Finance Controller

Position Purpose

- The Payroll Manager is responsible for supporting the Financial Controller in meeting payroll activities and regulatory requirements.

Duties and Responsibilities

Maintenance of sound financial processes and procedures (with support of the Finance Team and external resources, where appropriate), including the payroll operation of the relevant financial reporting system, Technology One (Tech1):

1. Oversight of end-to-end fortnightly payroll function.
2. Executing pay run, and when required, process payroll adjustments.
3. Completing single touch payroll submissions to the ATO, including yearend submissions.
4. Submission and payment of superannuation.
5. Completion of superannuation reconciliations.
6. Completion of novated lease reconciliation and submission of fortnightly reports.
7. Leave liability postings and reconciliations.
8. Reconciliation of Payroll to general ledger, in conjunction with Financial Controller.
9. Submission of Statutory Returns for WorkCover and Payroll Tax, including year-end reconciliations.
10. Oversight of all ReturnToWorkSA claims, including:
 - a. liaison with EML (ANI's insurer);
 - b. maintenance of records for individual claims;
 - c. submission of claim to EML for reimbursement of wages and costs paid;
11. Completion of payroll end of month closure.
12. Respond and resolve ad hoc employee payroll queries.

Qualifications, skills, experience and personal attributes

1. Australian citizenship and otherwise eligible to obtain and maintain any required security clearances required for a Defence related facility.
2. Successful experience operating within a finance team

3. Previous payroll experience is essential (Preference: staff-force of >100; 5+ years experience in a similar role)
4. Experience using Microsoft Office is essential
5. Experience using the TechnologyOne finance system is preferable, but not essential
6. Ability to confidently provide well-considered support and advice to senior executives and managers
7. Strong financial analytical skills
8. Creative problem-solving skills in a collaborative team environment
9. Positive, proactive and innovative approach
10. Excellent communication and interpersonal skills



HOW TO APPLY

Applications including a cover letter and CV should be addressed to Justin Hinora. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call (08) 8100 8849.

Please Note

Your application will be automatically acknowledged by a return email.