

People & Culture

**PAYROLL OFFICER**

45.6 hours per fortnight & 0.6 FTE

30.4 hours per fortnight & 0.4 FTE

Ongoing

**The Position**

Bendigo Community Health Services is seeking two suitably experienced Payroll Officers to work in our People and Culture team. The role of the payroll officer is to provide accurate, timely and efficient payroll services contemporary advice to managers and staff including but not limited to:

- Interpretation of Awards and Employment Agreements.
- Resolving payroll related enquires.
- End to end processing of the fortnightly payroll for approximately 250 staff including incentives, lump sum payments terminations and complex transactions relating to employment conditions and benefits.

**To successfully apply for this position you will need:**

1. Minimum 3 years' experience in end-to-end payroll processing.
2. Relevant qualification in Payroll, Human Resources or related field.
3. Sound knowledge of modern award interpretation, Fair Work legislation, payroll tax, superannuation, terminations and leave accrual processes.
4. Ability to provide vaccination status information that meets the requirements for healthcare workers.

For further information about the position contact Nicole Birks on 5406 1221.

To view the position description please go to <https://www.bchs.com.au/careers/current-jobs>

Applications addressing the **Key Selection Criteria** should be emailed to [recruitment@bchs.com.au](mailto:recruitment@bchs.com.au) by 4pm Monday, 20 March 2023.

Bendigo Community Health Services encourages applications from individuals of all backgrounds and abilities.

Applications will be acknowledged upon receipt. Applicants are requested to contact Human Resources on telephone 5406 1312 if an automatic acknowledgement has not been received.