

Payroll Specialist

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Company: Pinnacle Rehab

Location: Australia

Category: business-and-financial-operations

Professional and freidnly team culture

Ongoing training and support

Pinnacle Rehab is an award-winning health and workplace rehabilitation provider

Pinnacle Rehab is an award-winning health and workplace rehabilitation provider and a market leader for workplace rehabilitation for the past 20 years.

We're dedicated to helping people recover from injury, return to work and regain their confidence and independence with the support of our specialised consultants. We work across multiple insurance schemes and have a proven track record of delivering outstanding rehab services to our clients.

At Pinnacle Rehab we are committed to staff development and training, our people are our business. We recognise this by providing a supportive and collaborative team culture, we have an extensive induction program for all new employees and regular staff training sessions. We also coordinate regular team social events and an annual company conferences and awards night.

What we can offer you

Excellent remuneration on offer

Structured induction and ongoing training

Professional development opportunities

Tech savvy business, latest technology systems

Regular seasonal team social events

Two annual company-wide gala events each year held in Sydney

Professional and supportive team culture

Why you would want this role

Expanding business with a fast-paced environment, work within a high performing and professional Finance Team

Be a part of meaningful work, work within an industry making a real impact assisting individuals recovery and return to work and a life full of meaning and purpose

Supportive environment with approachable management team

Career development opportunities

Certified "Great Place to Work"

About your new role

This is a newly created role based onsite in the St Leonards Head Office (a 3min walk from St Leonards train station) this role has been created due to company growth, you will be reporting directly to the Finance Manager and working in a Finance Team consisting of seven team members.

Within your new role you will be monitoring relevant industrial awards, Acts, regulations and visa requirements.

Demonstrated knowledge of a broad range of payroll functions, procedures, and processes

Demonstrated knowledge of relevant industrial awards, Acts, Regulations, and enterprise bargain and industrial agreements

Comprehensive knowledge and ability to interpret Modern Awards and Enterprise Agreements

Assist with periodic payroll processing

Ability to handle complex payroll and award interpretation issues

Act as first point of contact for payroll queries and liaise with relevant departments to answer queries in appropriate timeframes

Assist with various projects relating to finance and payroll as required

Providing updates on relevant legislative and regulatory environment for areas of business responsibility i.e. Superannuation, Workers Compensation, PAYG tax and other legislative agencies

Demonstrated drive and initiative, with a proactive approach to work with the ability to work collaboratively and co-ordinate information flows across multiple departments

The creation, documentation and maintenance of user guides and other training manuals relating to payroll systems and practices

About you

Tertiary qualifications essential

3-5 years experience within a similar role

Experience using ERP system preferred

Strong verbal and written communication skills

Ability to work under pressure, handle multiple tasks and meet tight deadlines

Strong excel and data analysis skills

High attention to detail to maintain high standard of accuracy and integrity in all reports

The ability to form strong internal stakeholder relationships

Exp monitoring relevant industrial awards, Acts, regulations & visa requirements

Pinnacle Rehab is an equal opportunity employer who encourages applications from suitably qualified candidates from all cultures, ages, religions and genders. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Next Steps

Apply now for consideration this role is for an immediate start!

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