

Senior Payroll Officer

Abercrombie & Kent was founded in 1962 and as an international travel group has grown to over 55 offices in 30 countries. For over half a century, Abercrombie & Kent has been a pioneer in the world of luxury travel, redefining the notion of what is possible on holiday and delivering travel experiences that change the way travellers see the world and see themselves.

The Role

A&K (Aust) is seeking a full-time **Senior Payroll Officer** to join our Melbourne team. This is a permanent role reporting to the Financial Controller working a hybrid office/home model. The main objectives of this role is to provide accurate and timely delivery of end to end payroll services for all Abercrombie & Kent employees in Australia and New Zealand and associated administrative tasks.

Key Responsibilities include, but are not limited to:

- End-to-End Payroll processing for Australian staff and casual employees via Sage MicroPay
- End-to-End Payroll processing for New Zealand staff and casual employees via Sage MicroPay
- Creation and maintenance of employee records in relevant payroll systems including Sage ESS, Deputy (Time & Attendance) and Sage MicroPay
- Accurately entering payroll details into payroll systems
- Ensure compliance to statutory, regulatory and contractual requirements (State Revenue Office, WorkCover, Superannuation Guarantee, Awards etc.)
- Process Kiwi Saver payments and IRD tax for New Zealand employees
- Complete month-end and year end processes to ensure accurate financial and statutory reporting.
- Update and maintain employee leave balance entitlements, including annual leave, sick leave and long service leave and provide monthly balance reports
- Preparation of financial year end reconciliations and annual payment summaries including reportable fringe benefit amounts
- Complete monthly Payroll Journals
- Process Payroll Taxes in line with legislation requirements and company guidelines
- Complete manual payroll calculations for redundancies, terminations, backpays and all other relevant ad-hoc payments, ensuring adherence to relevant legislation, contractual obligations, and industrial instruments
- Provide accurate and timely advice to employees on matters relevant to their wage payments, superannuation, other entitlements and processes
- Complete month end payroll reporting for HR and Senior Leadership Team
- Supervise and train payroll assistant – available 3 days per week.

Required knowledge and experience

- 2 – 5 years' experience in a Finance or Payroll position
- Excellent command of English both written and spoken is essential

- Previous experience processing payroll for casual and permanent employees
- Knowledge and experience of NZ payroll would be an advantage
- Ability to interpret and apply payroll related legislation for both Australia and New Zealand
- Current knowledge of employment legislation & processes including PAYG STP reporting, payroll tax, WorkCover, Superannuation and knowledge of industry awards and agreements
- Experience performing end to end payroll functions
- High attention to detail and an understanding that complete confidentiality is required at all times
- The ability to work in a high volume and deadline driven environment and deliver results with accuracy.
- Solid self-management practices and ability to deliver to strict deadlines
- Strong Excel skills are essential
- Proficient in Microsoft Office (Word, PowerPoint & Outlook)
- Prior experience with a payroll system (Micropay would be considered an advantage)
- Prior experience with New Zealand payment system
- High degree of attention to details and excellent organisation skills
- Strong time management skills are essential
- Strong communication skills with high levels of discretion & integrity.
- Committed to the highest level of customer service.
- Team player is a must with an enthusiastic approach to the job.
- Proactive with a willingness to take on challenges.
- The ability to work autonomously and resolve issues

Location: Melbourne with hybrid option available

Status: Permanent Full-time

Contact Number: (03) 9536 1800

Contact Email: HR@abercrombiekent.com.au

Application Procedure: To apply for this position please view the Job Description on our website <https://www.abercrombiekent.com.au/careers/current-vacancies> and send a current resume & brief cover letter outlining your motivation and suitability for the role.