

Job Description

This position is to join the head office of Abercrombie & Kent Australia, an international company widely regarded as the leading luxury travel company in the world. Abercrombie & Kent was founded in 1962 and has grown into an international travel group with over 55 offices in 30 countries and is all about “Inspiring Experiences”.

Job Title: Senior Payroll Officer
Department: Finance
Location: Melbourne
Reports To: Financial Controller
Direct Reports: None
Status: Full-Time Permanent (37.5 hours per week)

Main Objective: Accurate and timely delivery of end-to-end payroll services for all Abercrombie & Kent employees in Australia and New Zealand and associated administrative tasks.

Main Responsibilities

- 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
- Accurately process superannuation payments in line with legislation and company guidelines including; supporting documentation and completion of required forms.
- 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.
- Ensure all relevant updates are maintained in payroll systems
- Update and maintain employee leave balance entitlements, including annual leave, sick leave and long service leave and provide monthly balance reports
- Process annual leave & long service leave provisions and ensuring these are accurately recorded
- 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
- Keep up to date with legislation and policy changes for payroll, superannuation and award levels.
- 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

- Partner with HR to ensure that information relevant to the delivery of payroll services is shared between the teams
- Supervise and train payroll assistant – available 3 days per week.
- Drive systems and behavioural process improvement to create efficient and effective resource management
- Other duties as directed by the Financial Controller & Finance Director

Key Performance Indicators

- Complete all casual & staff payroll by 12:00pm on the day of payment
- Month end processes complete before end of month deadline

Other Responsibilities

- Ad-hoc reporting as required
- Assist in other areas of finance team as required
- Assist with maintenance of relevant process and procedure manuals
- Understanding of and commitment to A&K's Corporate Environment and Values

Selection Criteria

Knowledge & 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 with 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

Computer Skills Required

- Strong Excel skills are essential
- Good knowledge of Microsoft Office (Word, Excel, PowerPoint & Outlook)
- Prior experience with a payroll system (Micropay would be considered an advantage)
- Prior experience with New Zealand payment system

Skills & Aptitude:

- High degree of attention to detail.
- 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

Other Information

A&K provides an inspiring environment with competitive benefits, staff development opportunities and remuneration and the chance to excel through innovation, collaboration and exemplary customer service.

Our **corporate values**;

Pioneering - We are committed to being innovators, pushing boundaries and being the creators of the most inspirational travel experiences to the most remote, exclusive and exotic destinations in the world serving both existing and emerging markets.

Courageous - Courage is about standing up for what we believe in as well as trying new things and being creative, whilst taking responsibility for our own actions. We uphold corporate values, our brand and our commitment to philanthropy without compromising the luxurious experience our guests demand.

Trustworthy - Guests and colleagues can depend on us to deliver to high standards of professionalism and quality. We can be relied upon to be honest, truthful, transparent and open with all of our guests, colleagues and suppliers ensuring guests' safety and security giving them comfort and peace of mind.

Integrity - Integrity is about taking pride in what we do, what we stand for and basing our actions, every day, everywhere in the world, in ensuring our values become a reality for our guests, internally and externally.

Stylish - Superb service delivered with panache enabling our guests to have "the perfect experience", "Insider Access" and memories of a lifetime.

Welcoming - Warm and hospitable, putting our guests at ease. Energy and passion to put our best foot forward and exceed guests' expectations.

