PAYROLL & HR Advisor

Newly developed role with a focus on education and compliance

Reporting to the HR and Recruitment Lead, you will be responsible for providing payroll legislative and industrial instrument advice and support to inform employment contract processing, payroll processing and calculations.

You will implement a Payroll Governance Framework encompassing cyclical activities, process documentation and checklists, payroll controls, continuous improvement and internal reviews, underpayment and overpayment registers, reporting, risk management and education and training.

If you have experience in both recruitment and payroll activities, are analytical, have a strong understanding of legislation and industrial instruments as well as an ability to build strong working relationships with others and support effective change management we would like to hear from you.

What CES Ltd can offer you:

- A friendly, collaborative, and professional People and Culture team.
- Opportunity to be based in either Bendigo, Wangaratta, or Tatura.
- Opportunity for hybrid working.
- Remuneration of $97,704 plus superannuation.

The Catholic Education Office Sandhurst (CEOS) Team comprises approximately 100 employees working across seven Functions, supporting over 56 schools within the Sandhurst Diocese and is based across Bendigo, Tatura, and Wangaratta. We are a supportive and friendly team who are committed to working collaboratively with our schools to achieve the best outcomes for our students.

Closing Date for Applications:
5.00 pm Sunday 3 December 2023

For more details about the role please download the position description from www.ceosand.catholic.edu.au

Please email your cover letter, resume and responses to the key selection criteria to recruitment@ceosand.catholic.edu.au

CES Ltd embraces diversity and social inclusion and encourages people from diverse backgrounds to apply.
We are committed to promoting the safety, wellbeing, and inclusion of all children.