



Payroll Specialist

Women's Safety Services SA (WSSSA) is the leading provider of support services for women and children experiencing domestic and family violence. We have a welcoming and supportive work culture that promotes staff safety & wellbeing, encourages diversity, and offers excellent career development opportunities and generous remuneration and benefits, including flexible work options.

The Opportunity

Applications are sought for the position of Payroll Specialist, within our Shared Services team. This is a part time, permanent position working 52.5 hours (0.7fte) over a fortnightly roster, work pattern to be negotiated.

The Work

Reporting to the Finance & Systems Team Leader, you will provide a broad range of payroll services to all WSSSA employees, including end to end processing of fortnightly payroll, and the provision of a high quality payroll advice and support.

What you need

Only applicants meeting the following essential criteria below will be considered:

- Finance related qualification
- High level of attention to detail and initiative to work and problem solve autonomously;
- Strong interpersonal skills
- Ability to work collaboratively within a team environment
- Reliability and the ability to maintain confidentiality is essential;
- Excellent time management skills including the ability to plan, set priorities and to meet deadlines, with flexibility to alter priorities to meet changing demands.
- A current drivers licence, and be eligible for, or hold a DHS Working with Children Check and National Police Clearance;
- Fully vaccinated with TGA approved COVID-19 vaccination or hold a valid medical exemption authorised by the Chief Public Officer

Benefits of joining WSSSA

- Participate in Rewarding Work
- Level 4 – SCHADS Award
- Salary sacrifice options & generous benefits
- Discover Wellness Program

Apply Now

To apply for this role, include a cover letter with your resume, addressing the person specification within the position description.

Inquiries can be emailed to hr@womenssafetyervices.com.au

APPLICATIONS CLOSE: 23 January 2022

WSSSA is an Equal Opportunity Employer, committed to building our strengths through a diverse and inclusive workforce. Aboriginal and Torres Strait Islander applicants, applicants of culturally diverse backgrounds, those with disability, and gender diverse applicants are strongly encouraged apply.