

POSITION DESCRIPTION

PAYROLL ADMINISTRATION ASSISTANT



COMMUNITY HOUSING LTD
GROUP OF COMPANIES

Location: Robina
Reports To: Payroll Manager
Supervises: N/A
CHL Capability Band: #1

Primary Purpose:	The Payroll Administration Assistant supports the payroll department in ensuring accurate employee payments and compliance with relevant regulations. This role involves maintaining payroll records, assisting with payroll-related tasks and providing fleet management administrative support.
Context:	This is an important role contributing to CHL's vision of a world without housing poverty and supporting CHL's values, vision and goals. Staff in this role are expected to assume a positive and balanced approach to work. This includes actively working towards a healthy and respectful environment free from harassment and discrimination.
Work Health & Safety:	Ensure all tasks and activities associated to the role's operations comply with WHS legislation, relevant State jurisdiction and CHL health and safety policies, procedures and directions
Responsibilities:	<ul style="list-style-type: none"> Assist with accurate and timely end-to-end payroll processing. Maintain accurate and up-to-date payroll records and employee information. Ensure employee information is accurate in payroll systems and conduct system audits for data integrity. Liaise with external salary packaging providers regarding salary packaging arrangements. Review and verify timekeeping and leave records for accuracy and completeness. Distribute payslips as required. Address employee payroll enquiries promptly and professionally. Assist with fleet management and related administrative duties. Prepare reports and perform general administrative tasks as needed.
Technical Skills, Experience & Qualifications:	<ul style="list-style-type: none"> Basic knowledge of payroll processing and related administrative tasks. Familiarity with payroll software (e.g. Employment Hero or similar) advantageous. Understanding of data entry, record-keeping, and basic payroll calculations. Proficiency in Microsoft Office (especially Excel, Word, and Outlook). Basic knowledge of timekeeping systems and employee records management. Willingness to learn payroll legislation, taxation, and compliance requirements. Some experience in payroll administration, finance, fleet or general administration is desirable. Certificate or higher in administration, payroll or accounting advantageous Willingness to undertake payroll training or certification. Basic understanding of workplace policies and compliance (e.g., Fair Work regulations) Commitment to the right of every person to good quality housing Satisfactory police check
Key Capabilities:	<p>Solves Problems – Resolves problems where the solutions are clear-cut and seeks guidance if solution is not obtained.</p> <p>Resilience – Achieves work objectives, even in difficult circumstances whilst remaining positive and calm.</p> <p>Self Awareness - Seeks feedback from others, understands areas of strengths and weaknesses. Understands impact of self on others</p> <p>Proactive - Takes action to avoid potential problems or minimise their impact.</p> <p>Communication – Presents messages in a clear and precise manner using appropriate language.</p> <p>Autonomy – Demonstrates punctuality and meets agreed schedules and timelines under general guidance.</p> <p>Probity - Adopts a principled approach, adhering to CHL's policies and procedures.</p> <p>Guides, Mentors, Learns - Identifies learning opportunities. Displays a willingness to learn from feedback and experiences.</p> <p>Team Work - Openly shares information, participates and contributes to team discussions and goals.</p> <p>Gathers Information - Knows where to find information and asks questions to ensure a better understanding of issues.</p> <p>Continuous Improvement – Look for and take advantage of opportunities to learn new skills in order to achieve work goals. Is adaptable in approach and willing to be flexible to accommodate the changing needs of the team and the environment.</p>