

PAYROLL AND PEOPLE COORDINATOR

DEPARTMENT: People and Culture
REPORTS TO: People and Culture Manager
DIRECT REPORTS: N/A

ROLE

As part of a small administrative team, the Payroll and People Coordinator works collaboratively across the People and Culture and Finance teams and is responsible for the timely and accurate payment and reporting of all employee related costs. The role includes supporting the People and Culture function of the Adelaide Symphony Orchestra and will also be responsible for providing back up to the Accounts Coordinator.

RELATIONSHIPS

With a collaborative and solution-oriented working style, the Payroll and People Coordinator role will build relationships across the ASO, with both musicians and administrative staff. The role will also work with external stakeholders such as Return to Work SA, Safe Work SA, Gallagher Bassett and other identified government bodies and organisations. Day to day, the person will work closely with the People and Culture Manager on payroll and personnel matters.

SPECIAL REQUIREMENTS

Prior to commencing employment, the preferred candidate is required to have satisfactorily met the requirements of a Working with Children Check.

PERSON SPECIFICATION

Detailed below are the qualifications, experience, knowledge, skills, and abilities identified for the position.

The essential criteria show the minimum essential requirements of the position. The desirable criteria outline additional attributes which would enable the successful candidate to perform the role more effectively; they are not essential but may be used to distinguish between applicants during the shortlisting process.

Essential Criteria

- Experience in end-to-end payroll processing.
- Experience using payroll operating systems – experience with MicrOpay desirable.
- Strong IT skills including excellent knowledge of Microsoft suite.
- Excellent interpersonal and communication skills, including the ability to effectively liaise with a wide variety of stakeholders.
- Tertiary qualifications in HR and/or WHS, or demonstrable experience working in a related field.

Desirable

- Superior organisational and administrative skills with a high degree of drive, initiative, and the capacity to deal with multiple and often conflicting priorities.
- Exceptional attention to detail and data entry accuracy.
- Excellent time management skills, including the ability to coordinate and deliver simultaneous projects within specified timeframes.
- A positive hands-on attitude, willingness to take direction, and the ability to effectively work both independently and as part of a team.

POSITION INFORMATION:

This position is being offered on a permanent part-time basis – 0.6FTE. The salary range is \$45,000-\$48,000 (this is pro-rated based on a full-time equivalent salary of \$75,000-80,000). Copies of the position description are available upon request via employment@aso.com.au.

HOW TO APPLY:

Qualified candidates are encouraged to submit a current Cover Letter and CV in one document, outlining your suitability, to the attention of Rachel Grant, People and Culture Manager. Please note that applications submitted without a Cover Letter will not be considered. Applications or queries can be submitted via email to Rachel at employment@aso.com.au.

[Applications will close at 5pm on Sunday 06 October 2024.](#)

Interviews will commence as applications are received.

The ASO invites applications from all qualified candidates with current working rights in Australia.