

Title: Payroll Advisor
Location: Brisbane, QLD
Function: Accounting and Finance
Details: Full Time Permanent



EDL owns and operates a global portfolio of power stations in Australia, North America and Europe. Our vision is to be the leading global producer of sustainable distributed energy. At EDL, we are playing a key role in the world's transition from traditional energy sources to decarbonised solutions.

The payroll advisor will work as a member of the Accounting Group in a full time, permanent role. The incumbent will regularly interact with members of the Human Resources Group, a wide variety of employees within the Company, and outside parties significant to the payroll activities of the Company. This is a hybrid work environment with the flexibility to work from home 2 days/week and is based in our head office in Brisbane.

Key Areas of Responsibility:

- Maintenance of the computer payroll system ie. updating salary, superannuation and employee details records.
- Preparation of pay run reports for checking and authorisation.
- Processing increases and calculation of back pays.
- Monitoring of: superannuation, workers compensation, payroll taxation and terminations.
- On-going maintenance and upgrading of payroll system.
- Undertaking required reporting, both internal and statutory reporting.
- Ensure timely payment and reconciliation of payroll tax, child support payments, union, and superannuation.
- Generate reports from payroll such as turnover stats, leavers, starters, annual leave accruals etc...
- Report writing, end of month, end of financial year reports in line with financial policies.
- Production and distribution of manual and electronic payslips and payroll related communication.
- Assisting with end of month which involves preparing reports for checking and/or authorisation by Authorisation Officers.
- Applying employment contract and enterprise agreement information correctly.

Qualifications and Experience:

- Several years of proven work experience in payroll and related accounting procedures.
- Confidential, discrete, tactful and professional.
- Accurate and attentive to detail.
- Excellent time management and organisational skills.
- Ability to remain calm under the pressure of tight deadlines.
- Excellent interpersonal and communication skills (written and oral).
- Intermediate computer literacy including Word for Windows and Excel.
- Micropay Access/Meridian experience preferred.

EDL is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer.

To apply, please send your current resume, referencing VAC0404 in the subject line to hrvacancies@edlenergy.com.

