

Payroll & Payments Manager
Fletchers Real Estate
Canterbury, Melbourne VIC, Australia
Full-time

This exciting role is based at our Canterbury head office and is responsible for overseeing the end to end payroll function for our business across multiple offices, processing our weekly accounts payable, invoicing our Franchise network, and other ad-hoc processes.

Key focus of the role is accurate processing of payroll on a weekly, fortnightly, and monthly basis depending on the function within the business:

- Payroll for approximately 135 personnel of which there is some complexity with our Sales payroll so experience in dealing with complex payroll is necessary.
- Review and audit payroll to ensure accuracy as well as legislative and Enterprise Agreement compliance (Real Estate Award and Clerks Award) including tax and superannuation.
- Deal with escalated and more complex payroll related queries and issues.
- Calculation and timely payments in accordance with legislation for Superannuation, Payroll Tax, and Workcover.
- Ability to respond to staff payroll queries in a timely manner.

Other activities:

- Monthly Franchise billing
- Weekly Account Payable payment cycle
- Credit Card reconciliations and payments
- Coding compliance of our Sales Invoices and Sales staff expenses
- Weekly bank reconciliations for 10 accounts

The role offers flexible working arrangements and a brand new office in Canterbury with plenty of off-street parking in nearby streets. Alternatively the local train station is only 150 metres away at nearby Maling Road.

What are we ideally looking for?

- 5+ years Payroll experience a minimum. Experience in dealing with and interpreting the Real Estate Award ideal but not necessary.
- Proven experience in leadership positions within a high volume and multi-site payroll environment.
- Strong excel and reporting abilities a must.
- Maintaining up to date knowledge of payroll and compliance legislation and changes.
- Ability to work to strict timelines for competing priorities.

If the above sounds inviting and you wish to work in a fun and fast paced environment in the leafy eastern suburbs then please send a copy of your CV, a cover letter outlining why you are what we are looking for, and anything else you deem important to harley.shrimpton@fletchers.net.au