

Advertisement - Position Vacancy

Payroll Officer



February 2023

Why Foodbank:

We've been putting meals on the table for vulnerable Victorians since 1930. Meeting them where they are, on their terms, with solutions they need. Not only do we provide food to over 450 charities so they can feed their communities, but our direct distribution of free food is growing at a fast rate. From our 18-metre supermarket on a bus and Farms to Families fresh food regional markets, to our School Breakfast Club Program which now services over 1,000 Victorian schools, our coverage is expanding.

Why we're right for you

You'll join a passionate and creative team based in Yarraville, Melbourne where the village vibe, art deco dwellings and coffee culture are legendary. Our mission is critical, our vision is bold, and our marketing plans are ambitious. You know that cliché 'no two days are the same'? Ours is more like 'no two hours are the same.'

What you'll do:

- Process payroll ensuring accurate recording and interpretation of hours paid and pay calculations in accordance with employment agreements.
 - Interpretation of EBA's and awards.
 - Statutory obligations including reconciling PAYG deductions and superannuation contributions and STP lodgements.
 - Month end and reporting of pay journals and annual leave and long service leave accruals.
 - Assisting with pay queries.
 - Managing new starters and terminations, along with payroll tax.
- Projects including acting as lead for the implementation of a new payroll/time management system.

Why you're right for us:

- You want to be a part of a brand that's been around for over 90 years, and genuinely share our passion for our vision of healthy food for all.
- Able to live and breathe our values of empowerment, accountability, integrity, diversity, equality, and respect.
- Previous experience in a similar role.
- Ideally formal qualifications in finance, accounting or similar.
- A good Knowledge of Payroll legislation.
- Proficient user of Reckon highly preferred.
- Strong computer literacy skills in Microsoft Office Program, particularly Excel.
- Exceptional verbal and written communication skills, with a positive and practical approach to customers while servicing excellence in a timely manner
- Good understanding of internal and external compliance issues.
- Results orientated- keenness to track performance and take action as required.
- Strong analytical skills.
- Ability to work independently and in a team environment.

We can offer you:

- Access to salary packaging benefits to increase your take home pay
- Staff satisfaction rates above 80%
- An organisation focused on employee wellbeing
- Supportive team environment that embraces change and innovation

Keen to apply?

- Please review the Position Description on our website in the 'Careers' section at www.foodbankvictoria.org.au and get to know us before you apply.
- Email your application to finance.employment@foodbankvictoria.org.au
- Applications to include an up-to-date resume and cover letter