



PAYROLL SERVICES/FINANCE ADMINISTRATIVE ASSISTANT
Part-time Position 3-days per week .6fte
Days must be Monday, Tuesday & Friday (not negotiable)

Connect Health & Community are looking for an experienced Payroll person who understands all aspects of end to end payroll and is experienced with Accounts Payable and Accounts Receivable. The role is located in East Bentleigh and you must be available for the 3-days above.

The position reports to the Finance Manager and to be successful you must have an eye for detail, ability to enter data accurately and meet payroll deadlines. You are a positive worker, excellent communicator capable of explaining pay queries to staff and have outstanding organisational skills.

Specific responsibilities include:

- End to End Payroll and relevant reporting
- Maintain records in a timely and accurate manner
- A comprehensive understanding of Award Legislation and EBA process as related to payroll
- Experience in salary packaging
- Expert with Payroll/HR systems (experience in HR3 is highly desirable)
- Interact and assist with all functions of the Finance Team
- Banking, Petty Cash, Ordering, Bank Reconciliation
- Other administrative tasks relevant to Finance and the position

A valid Working with Children's Card and Police Check must be provided or applied for.

You will need to have the experience and skills to "hit the ground running and enjoy a challenge.

If this sounds like you and working close to home would suit apply through Seek now or to recruit@connecthealth.org.au

You will need to provide your resume and a letter addressing our key selection criteria. A Position Description and can obtained from our website www.connecthealth.org.au

For further information, please contact Kay Damiano, HR Advisor at k.damiano@connecthealth.org.au

Receipt of applications will close by COB on Friday 28th September, 18

Connect Health & Community recruitment and selection procedures reflect our commitment to the safety and wellbeing of children and young people. Relevant screening and police checks will be conducted.