



## Internal Expression of Interest

### Payroll Administration Officer

Permanent, Full time

Commencing January 2021

The Payroll Administration Officer will support the operations of Catholic Education Ballarat's centralised payroll service. This position will be part of the Finance Team and will have the following responsibilities:

- Assist with the delivery of high-quality payroll processing service to all employees
- Respond to payroll queries in a timely manner and to a high standard
- Resolve payroll queries received via phone, email and in person

To be successful you will need:

- recent payroll experience
- strong attention to detail
- be able to maintain confidentiality and demonstrate compliance with Privacy legislation
- Be willing to assist with all payroll processes

Working in partnership with the Payroll Officers, the Payroll Administrator will also provide back fill support as required.

#### Expressing Interest for the position

To express interest in this position, please visit <https://ceob.edu.au/careers/dobcel-vacancies/> and download the position description and application form.

#### Expressions of Interest

Your submission must include:

- Application form
- A cover letter outlining your interest and motivation for applying
- A Curriculum Vitae

#### Discussion

For a confidential discussion about the position contact:

Christena Renouf, Manager Finance and Accountability      0413 994 339

#### Applications close

**4pm, Friday 11 December 2020**

**\*Please note this is an internal position, open to current Catholic Education Ballarat employees only**