



CAREERS AT SUNRISE
CHRISTIAN SCHOOL

PAYROLL OFFICER

12-month contract (0.6 FTE)
Commencing ASAP

The Position

We have an exciting opportunity for a Payroll Officer to join our team on a 12-month temporary basis, with the potential for ongoing work. As part of our growing payroll team, you'll play a crucial role in delivering top-notch service to the various stakeholders of Sunrise Christian Schools and ELCs.

This role is perfect for someone who can work independently in a collaborative environment, has exceptional attention to detail, and is dedicated to providing high-accuracy work. You'll be working three days a week, specifically Monday to Wednesday (non-negotiable), with a flexible start date—ideally as soon as possible.

Enjoy a competitive pay rate at the School Assistants Grade 3 or Grade 4 level, as outlined in our Enterprise Agreement 2022, commensurate with qualifications and experience. You'll be working from our convenient Kings Park Corporate Services office.

A full Job & Person Specification is available on the Sunrise Careers page:
<https://sunrise.sa.edu.au/careers/professional>

Job Responsibilities:

- Ensure accurate and timely processing of payroll services and transactions in collaboration with the other payroll team members.
- Maintain payroll records and data integrity.
- Collaborate with finance and HR teams to resolve payroll-related issues.
- Prepare payroll reports for management as required.
- Stay updated on payroll legislation and compliance requirements.

Qualifications and Skills:

- Committed to Christ with active church involvement.
- Exceptional attention to detail and accuracy.
- Strong verbal and written communication skills.
- Previous experience in payroll administration or related field preferred.
- Familiarity with payroll software (experience with Roubler or KeyPay is a plus).
- Ability to handle confidential information with integrity.
- Provide a satisfactory Working With Children Check, Police Check, or willingness to obtain them, and RRHAN-EC training.

Benefits:

- Competitive salary commensurate with experience.
- Opportunity to work in a supportive, values-driven environment.
- Professional development opportunities.

About Us

Sunrise Christian School, established in 1978, is dedicated to educating children with wisdom and a strong foundation in God's teachings. We have six schools and five Early Learning Centres (ELCs) across South Australia, and are members of Christian Schools Australia (CSA).

Our dedicated staff inspire future generations as social influencers and disciples of faith. They are committed to engaging, motivating, and empowering students in a holistic manner, promoting a lifelong love of learning. Working closely with parents, we strive to support each child's academic, social, and spiritual growth, empowering them to achieve their full potential.

Further information

You can contact our HR Team at careers@sunrise.sa.edu.au or by phone on 8465 6042.

How to apply

Please submit your resume and cover letter through the [Sunrise Careers](#) page. Applications close 8am on Monday 15th July.

Join our dedicated team and make a positive impact within our Christian community. We look forward to receiving your application!