



PAYROLL OFFICER

Permanent Part Time (0.6 FTE)
Commencing ASAP

The Position

We have an exciting opportunity for a Payroll Officer to join our team. As a key member of our expanding payroll team, you'll be essential in delivering excellent service to the stakeholders of Sunrise Christian Schools and ELCs.

No previous payroll experience is required for this role. We're looking for someone who is numerically literate, detail-oriented, and has strong administrative skills. All necessary training will be provided to ensure you're well-prepared to succeed in this position.

This role is ideal for a proactive individual who can work independently within a collaborative environment. 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, based on qualifications and experience. You'll be based at 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 but not required.
- Ability to handle confidential information with integrity.
- Provide a satisfactory Working With Children Check, Police Check, and RRHAN-EC Training or willingness to obtain them.

Benefits:

- Competitive salary commensurate with experience.
- Opportunity to work in a supportive, values-driven environment.
- Professional development opportunities.
- Receive on-the-job training and gain valuable experience with no prior payroll experience needed.

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 will be assessed as they are received. Previous applicants need not re-apply.

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