

## Position Description

<b>Job Title</b>	Payroll Business Partner
<b>Location</b>	Arndell Park

### Why Payroll HQ exists

We help businesses to be free of payroll.

- **Payroll is a people business**  
We take the time to train and engage our staff, ensuring a high level of customer service every time.
- **Payroll is risky**  
The hidden cost of payroll is when something goes wrong. With a minefield of legislation to be navigated, the headline we aim for is to guarantee to keep our clients out of the headlines.
- **Confidence needs both trust and transparency**  
We guarantee this with 100% process and cost certainty. Our clients are rest assured that we're not just staying compliant with today's best practice, but we're working on 'next practice' for even better payroll tomorrow.
- **To provide great value managed payroll to employers**  
Like suits, wine and haircuts, our clients don't choose us because we are the cheapest. However, when it comes to best value that's very different and our clients love us for it.

### About the role – The best of both worlds

You will be part of the fastest growing payroll team in Australia. Whilst the role is all about providing a high quality managed payroll service for clients, we are also focused on giving you the opportunity to develop your advisory and management skills in a friendly, client focused environment.

Our clients are loyal and appreciative of what we do for them. They aren't in the business of payroll, we are. It's really that simple. This role is key to delivering payroll peace of mind to our client partners.

We will support you to complete a payroll qualification (if you don't already have one) and within two years you could be managing new client implementations and the payroll for a portfolio of employers with a small team.

**We take our payroll responsibilities very seriously**, but aren't afraid of having some fun in a casual environment. Our dress code is casual with a 'dress for your day' policy. Pets often visit the office and our team often enjoy lunch on the balcony.

### Location and culture

Our newly fitted out office is in Arndell Park. With plenty of parking and natural light, it's a fun and happy place to work.

### What we want from you

You are likely to have 3-5 years payroll experience in processing Australian payroll and a great end to end knowledge of technical payroll. But most importantly you'll want to advance your payroll career and have a curiosity to learn and develop your skills and knowledge.

High standards and a great attitude are the most important things to bring to this role, we'll work with you on everything else that it takes to be successful as a Payroll Business Partner at Payroll HQ.

## Meet some of our team



**Andre Atton**  
GM Operations



**Ross Heron**  
Head of Sales and Innovation



**Charisse Murray**  
Greater Western Sydney Manager



**Amanda Slater**  
Payroll Business Partner



**Eliza Crawford**  
Payroll Business Partner



**Christina Aktas**  
Payroll Business Partner



**Rusty**  
Head of Catering Quality Control



**Is this you?**  
Payroll Business Partner

## Our values

**Values**

When you work for Payroll HQ, you are:

- Solution Focused
- Customer Focused
- Curious
- In The Know
- Fun

## What our clients say (click on photo to play video)

