

Position Description

Job Title	Payroll Trainee
Location	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 give you all the training you need and support you to complete a payroll qualification so you'll be a fully qualified member of the 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

As an entry level role, although you may have had some exposure to payroll, previous payroll experience isn't necessarily required. The most important thing to bring to this role is an open mind, a thirst for learning and a fantastic, customer service focused attitude.

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

Payroll HQ

What our clients say [\(click to play video\)](#)

