



Payroll Officer

Location: Sydney

Work Type: 12-month fixed-term contract, Full-Time

About us:

SpeedX Pty Ltd is a dynamic, rapidly growing company with a strong portfolio of technology at the cutting edge of molecular diagnostics. With our headquarters in Sydney, our technology supports clinical diagnostic products for infectious diseases with a range of products in the market and a pipeline of research and in vitro diagnostic assays. Our well-equipped offices and laboratories are centrally located at the Australian Technology Park in Eveleigh (Sydney) and are easily accessible by rail.

At SpeedX we believe our employees are pivotal to our success and reputation, therefore we strive to offer true work/life balance with opportunity for further training and structured career development. Make no mistake, we expect a lot from our people as they do of us. So, if you can rise to the challenge, we will provide you with a dynamic and rewarding career.

About the Role:

We have an exciting opportunity for a Payroll Officer to join our Team, in a full-time 12-month Contract capacity to support and contribute to Finance Team

Your primary responsibilities will include:

- Responsibility for monthly payrolls, ensuring compliance to company procedures, payroll adjustments, leave reconciliations terminations and other associated payroll tasks.
- Balance reconciliation for all payroll accounts.
- Completion of monthly and yearly payroll tax return reconciliations
- Complete Workers compensation payments as part of payroll processing
- Complete month end procedures including payment of all deductions and superannuation
- Ensure all employees are correctly setup into the payroll system
- Assist with the monitoring and entering of all master file details
- Close out queries on payroll matters on an ongoing basis
- Ensuring all new employees are correctly setup in a timely manner
- Ensure HR Service Desk payroll queries and emails are actioned and resolved in a timely manner
- Process expense claim and credit card.
- Ad hoc finance and payroll tasks



Minimum Qualifications:

- Minimum 3 years payroll working experience including award interpretation, payroll tax, superannuation, terminations and leave accruals
- A strong attention to detail and accuracy in processing
- A passion to provide excellence in customer service to our internal clients
- Ability to maintain strict confidentiality with all employees related issues
- The ability to work as part of a team
- Excellent communication and organisational skills
- Ability to meet deadlines and manage multiple and competing priorities
- Computer literate in both excel and word

The ideal applicant will:

- Must be organized, detail oriented and self-motivated
- Be able to develop conclusions based on information from multiple sources
- Conduct activities without supervision of a senior colleague or manager
- Have an open communication style, good people skills and be capable of working collaboratively within the research team and within cross-functional teams as required for product development
- Have a diligent work ethic and be highly organized
- Able to multitask, possess excellent time management skills and an ability to work to deadlines

Please clearly state in your application if you have previous experience payroll and indicate if you have full rights to work in Australia

If you believe you fulfill the criteria, please email your CV and accompanying cover letter and include in the subject the job title: Payroll Officer to: hr@speedx.com.au.