

Payroll Officer

Location: North Sydney, Australia

Reporting to: Global Payroll Manager

New Forests seeks a qualified candidate for the position of Payroll Officer. Reporting into the Global Payroll Manager, this role will support the successful execution of our global entities ongoing payroll requirements including relevant accounting and tax requirements, internal and external reporting while supporting the company's strategic objectives. This is a nine-month contract.

New Forests is a global investment manager of nature-based real assets and natural capital strategies. We manage a diversified portfolio of sustainable timber plantations and conservation areas, carbon and conservation finance projects, agriculture, timber processing and infrastructure. We aim to generate shared prosperity for our clients and the communities in which we operate and accelerate the transition to a sustainable future.

In this role, you will be responsible for:

Payroll

- Prepare and process payroll (including data entry, monthly variations, leave and overtime approvals) in line with the relevant timeframes
- Submit payroll for review and approval, in a timely manner
- Liaise with the People and Culture Team regarding new employees, employment contract changes and exiting employees
- Prepare and process off-cycle payroll adjustments with providers including termination of employment calculations
- Respond to payroll enquiries and maintain Payroll Inbox in a timely and professional manner; escalating to the Global Payroll Manager as needed
- Provide assistance and support to the Global Payroll Manager on reviewing processes as needed and work on improvements and efficiencies
- Liaise with Accounts Payable regarding funding requirements for payroll processing
- Review payroll provider invoices to ensure consistency with services used each month
- Assist with other payroll issues as needed

Accounting & Tax

- Prepare and calculate payroll liabilities (such as payroll tax and superannuation/pension payments) to ensure payments are able to be lodged within the required timeline
- Support the year end reconciliation process and other required tasks such as of W2(US) and IR21 (Singapore)
- Prepare and post all journal entries required for payroll in the New Forests' accounting system
- Assist with other additional month-end/quarter-end/year-end processing tasks, as required

Reporting & Analysis

- Prepare monthly analysis of leave (annual & personal leave, taken & outstanding) and undertake Long Service Leave monthly reconciliations & liaise with PC regarding taking of Long Service Leave
- Act as administrator for the relevant payroll record systems
- Prepare Workers Compensation annual requirements
- Prepare other month-end PC & Finance reports or ad-hoc reports
- Respond to information requests, as required

We are seeking candidates with the following qualifications, experience, and strengths:

- Strong end-to-end payroll processing experience
- Experience working with multiple remote locations
- Intermediate Excel skills
- Sound data entry skills

- Excellent time management and organisational skills with the ability to prioritise effectively
- Excellent written and verbal communication skills
- An ability to work independently and take ownership of role
- Ability to build strong relationships and work within a team environment
- Multi-task focus, with a capability to manage a number of competing tasks and objectives
- A positive, can-do attitude
- Punctual, professional and outgoing personality that likes to assist people
- Superior attention to detail
- Complete and utter discretion, confidentiality and trust is essential
- Capable of maintaining positive, calm demeanour during busy periods

How to Apply

We pride ourselves on having a supportive New Forests culture that is inclusive to all and we would love to learn how you can bring your unique skills and experience to our business. If you have experience in any of these areas, we encourage you to apply for our roles, even if you only meet some of the criteria.

To apply, please provide your resume in PDF format.

Phone calls will not be accepted however you may contact us through email: careers@newforests.com.

New Forests is a Certified B Corp and an Equal Opportunity Employer that values diversity and inclusion. We offer flexible working arrangements to all employees to support their work/life balance.