MacKillop College
Payroll Administrator

We are a Catholic Coeducational Secondary College with two campuses, set on approximately 20 hectares of beautiful gardens and playing fields. MacKillop is a college in the Josephite tradition, inspired by the spirit of St Mary of the Cross MacKillop; we invite passionate engagement in lifelong and authentic learning, respect diversity and support every person in the pursuit of excellence.

MacKillop is an innovative learning community offering contemporary facilities, a vibrant curriculum and supportive wellbeing programs that are respectful and responsive to the individual needs of approximately 1,730 students from Years 7-12.

Payroll Administrator

The Payroll Administrator is responsible for the end-to-end processing of the College's payroll and the provision of comprehensive and timely payroll support to all staff.

This role requires a high degree of accuracy, accountability and confidentiality to perform a broad range of tasks that will ensure MacKillop College meets all legislative and Industrial payroll obligations. To be successful, we need a person who thrives in a fast-paced environment with a commitment to meeting strict deadlines and adhering to specific audit requirements.

To be successful, you will need to be committed to professional collaboration and continuous improvement. As part of a dynamic team, you will be invited to strengthen your skills and practice and find creative ways to improve our payroll processes and service delivery to our staff.

As a Catholic College, our teachers must have an active commitment to working in and supporting a school culture that reflects gospel values and a pastoral approach towards student and staff wellbeing. At MacKillop College our teachers enjoy the benefit of a welcoming and supportive culture, contemporary facilities and professional support.

Our ideal Candidate will have

- a commitment to the ethos of a Catholic school

- demonstrated experience in payroll processing

- highly developed understanding of contemporary payroll processing requirements

- proven track record in building relationships with staff

- a demonstrated ability to problem solve and respond to queries in a timely manner

Application

To apply for this role please visit https://www.mackillop.vic.edu.au/information/employment/ and obtain an application form and position description. Applications must include:

- MacKillop College application for employment form
- a current Curriculum Vitae
- a covering letter, outlining your suitability for the position

Completed applications can be emailed to employment@mackillop.vic.edu.au

Applications will close **Monday 20 December 2024**.

Further information: Please contact Michael Trainor, Director People & Culture on 0439 560 092.

MacKillop College promotes the safety, wellbeing, and inclusion of all students