



Position Description

Position title:	Senior Payroll Specialist
Reports to:	Group Manager – Payroll Services & Payables
Business unit:	Corporate Services Group
Employment category:	Employment Contract

About CitiPower and Powercor

As electricity distribution companies we provide safe, reliable and affordable power to 1.3 million Victorian customers. We use our network of poles, wires and infrastructure to bring power to homes and businesses across almost 65% of Victoria — that's more than 120,000 kilometres of wires and 850,000 poles.

But we do so much more than manage poles and wires. We're also the gateway to a clean energy future, dedicated to finding solutions and harnessing new technology to benefit our customers, communities and the environment. This includes industry leading projects in community batteries, demand management, smart charging for electric vehicles (EVs) and microgrids.

And as more customers choose solar, batteries, EVs and smart appliances — the electricity system is becoming increasingly complex, and so too is the level of innovation required to manage it.

About the Corporate Services Group you'll be part of

The Corporate Services Group plays a vital role for the business by managing essential services such as property, procurement, revenue management, payroll and security. With a focus on excellence, integrity, collaboration, and innovation, we are dedicated to delivering exceptional support that enables the company to thrive and grow.

The Corporate Services Group support the operational efficiency and safety of our business. The team manage essential assets and services critical to running of the business. From overseeing property and procurement to managing revenue, payroll, and the security of our people, places and assets. They ensure that these elements are well-maintained and optimised to deliver value for all.

Our core values



Live safely



Improve our business



Be customer and community minded



Be the best you can be



Succeed together

Purpose of the position

The Senior Payroll Specialist is responsible for executing end-to-end payroll processing for the weekly, fortnightly and monthly payrolls. The position's primary focus is to ensure the accurate and timely processing of payroll activities for CitiPower, Powercor, United Energy and Beon both in Australia and New Zealand.

Your key responsibilities

Payroll Processing

- Accurately process end-to-end payroll across the group of companies on a weekly, fortnightly or monthly basis
- Process of onboarding for payroll and non-payroll employees in SAP and Success Factors
- Accurately process terminations, including redundancy estimates as required
- Process and disburse superannuation through superannuation clearing house
- Process workflows and master data changes and third-party allowances and deductions
- Coordinate and administer the Company's Income Protection Insurance Claims and WorkCover claims
- Leave audits and reconciliations across all payroll systems

Customer Service

- Respond to a variety of employee payroll queries received through the Payroll Portal (Service Now) and via the Group Payroll Inbox
- Interpret and advise stakeholders on various Awards, Enterprise Agreements and HR Policies, as they relate to payroll
- Assist in internal and external audit documentations
- Create and distribute reports to various stakeholders and provide relevant payroll insights
- Provide information on employee benefits as required

Continuous Improvement

- Perform UAT and PVT system testings when required
- Develop and maintain process documentations to support payroll processes
- Collaborate with the payroll team in implementing new system improvements and changes

What you'll bring to the business

Education / Qualifications:

- Tertiary Qualification in HR, Finance or Accounting (preferred)

Knowledge and Experience:

- Minimum 5+ years' end-to-end payroll processing experience within a medium to large organisation, including complex scenarios
- Strong knowledge of Australian and/or New Zealand payroll legislation, enterprise agreements and modern awards
- Experience using a large payroll software package such as SAP & Employee Central (Preferred)

- High attention to detail with strong reconciliation and problem-solving skills
- Self-driven, ability to perform effectively in a busy and fast-paced environment
- Exceptional time management skills to meet various deadlines for pay runs

The skills and competencies you'll have

'Thought' competencies

1. Business insight: Applying knowledge of business and the marketplace to advance the organisation's goals
2. Decision Quality: Considers various points and uses good judgement to make decisions and recommendations, knowing when to act or escalate
3. Manages complexity: Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems

'Result' competencies

1. Optimises work processes: Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement
2. Plans and aligns: Planning and prioritising work to meet commitments aligned with organisational goals
3. Ensures accountability: Holding self and others accountable to meet commitments

'People' competencies

1. Organisational savvy: Manoeuvring comfortably through complex policy, process, and people-related organisational dynamics
2. Collaborates: Building partnerships and working collaboratively with others to meet shared objectives
3. Builds effective teams: Building strong-identity teams that apply their diverse skills and perspectives to achieve common goals

'Self' competencies

1. Self-development: Actively seeking new ways to grow and be challenged using both formal and informal development channels
2. Demonstrates self-awareness: Using a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses
3. Manages ambiguity: Operating effectively, even when things are not certain or the way forward is not clear

Other relevant information

- Travel to other work locations / sites may be required