



Position Description

Position title:	Payroll Compliance Analyst
Reports to:	Payroll Compliance Manager
Business unit:	Corporate Services Group
Employment category:	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 Payroll Compliance Analyst is responsible for maintaining compliance of the payroll processes and systems as well as accuracy of payroll data. This role will be engaged to undertake payroll process improvement projects and to provide payroll ad hoc reporting to key stakeholders.

Your key responsibilities

Payroll Process Compliance

- Process EFT payments for the weekly, fortnightly and monthly pay runs, including ad hoc payments
- Reconcile and report employees' earnings to the ATO via Single Touch Payroll (STP)
- Prepare and upload annual salary review and incentive payments
- Perform SAP and Success Factors bulk data system uploads including EBA increases
- Conduct reconciliations for purchase leave payments and deductions
- Conduct General Ledger clearings and reconciliations
- Assist with the investigation and remediation of payroll discrepancies

Payroll Legislative Compliance

- Prepare and calculate monthly and annual payroll tax for all entities
- Prepare annual work cover true up and wage estimations
- Complete ABS Surveys and assist HR with WGEA reporting
- Participate in internal and external audit activities

Payroll System and Projects

- Conduct system related UAT and PVT testings
- Participate in projects and system enhancements
- Continuous improvements with payroll processes

Payroll Data Quality and Reporting

- Review and maintain organisational structure in SAP and Success Factors
- Prepare monthly and quarterly payroll and headcount reports for stakeholders
- Create ad hoc reports to key stakeholders and provide relevant payroll insights

What you'll bring to the business

Education / Qualifications:

- Minimum 5+ years' end-to-end payroll and compliance experience
- Tertiary qualification in HR, Finance, Accounting (Preferred)

Knowledge:

- Strong understanding of Australian and New Zealand payroll practices and legislative requirements
- Ability to interpret and understand EBAs, policies and procedures
- Strong working knowledge of SAP and Success Factors
- Advanced Microsoft Excel skills

Experience:

- Excellent analytical and reconciliation skills
- Outstanding problem-solving skills and strong attention to detail
- Demonstrated ability to manage multiple priorities simultaneously within set time frames

The skills and competencies you'll have

'Thought' competencies

1. Balances stakeholders: Anticipating and balancing the needs of multiple stakeholders
2. Cultivates innovation: Creating new and better ways for the organisation to be successful
3. Manages complexity: Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems

'Result' competencies

1. Ensures accountability: Holding self and others accountable to meet commitments
2. Optimises work processes: Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement
3. Action oriented: Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm

'People' competencies

1. Organisational savvy: Manoeuvring comfortably through complex policy, process, and people-related organisational dynamics
2. Communicates effectively: Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences
3. Collaborates: Building partnerships and working collaboratively with others to meet shared objectives

'Self' competencies

1. Self-development: Actively seeking new ways to grow and be challenged using both formal and informal development channels
2. Instils trust: Gaining the confidence and trust of others through honesty, integrity, and authenticity
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