

# ROLE PURPOSE: International Payroll Specialist



## How we value your contribution:

### Remuneration package

We aim to provide an overall remuneration package that is attractive and fair. Our global remuneration framework ensures we align to local pay, employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

### Salary packaging

We qualify as a health promotion charity so the Australian Taxation Office (ATO) allows us to reimburse you for personal expenses without having to pay any income or fringe benefits tax that would normally be payable. These tax concessions are in addition to the income Tax Free Threshold.

### Leave

You will have access to 20 days of paid annual leave each year (pro-rated for part-time employees) and receive 17.5% leave loading when you take annual leave. You will also receive 5 days paid leave between the Christmas and New Year period and other types of leave such as personal (sick or carers') leave, paid parental leave, long service leave and compassionate leave. In addition, we provide culturally significant leave for employees with commitments under Indigenous and other cultural customs, traditional laws or religions.

### Paid parental leave

We provide 8 weeks paid parental leave for primary carers at full pay and 4 weeks paid parental leave for non-primary carers. In addition, upon receipt of notification from the Family Assistance Office, primary carers may access 18 weeks paid parental leave at the statutory rate.

### Performance & development

Our performance and development framework enables you to work closely with your manager to plan, manage, and review your performance throughout the year. This approach also enables you to discuss development opportunities and areas for growth.

### Learning & development

Our approach to learning and development will enable you to have the information, skills and knowledge needed to do your job. We build the capacity of our people and support you with on-the-job experience, coaching and formal learning.

### Leadership

Leadership is a key priority for us. We have customized leadership programs for leaders at all levels that are focused on supporting our people to be inspired, empowered and to make an impact in their work so that together we can achieve our vision.

### Study support

We are proud that so many of our people are tertiary educated and we are committed to supporting tertiary education that is relevant to your work through our global study assistance program. Relevant applications for study support are considered annually, providing financial assistance and study days.

### Recognition

Our recognition program has been designed to recognize and acknowledge our people who live our values of Integrity, Collaboration, Empowerment and Action, in everyday activities. We recognize our people in three ways: Peer-to-peer, manager recognition, as well as length of service.

### Flexible work arrangement

You will have access to flexible work arrangements. We encourage a spirit of mutual flexibility, enabling discussions between you and your manager about maintaining work-life balance.

### Health & safety

We are committed to supporting your health, safety and wellbeing. We have worker Health & Safety Representatives in each of our offices to assist in making your workplace safe.

### Employee Assistance Program

You and your family will have access to free external, professional and confidential counselling assistance if you need help with personal, family or employment related matters.

## To work in The Foundation you will:

- Be eligible to work in Australia and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions which are identified as working with children.



Role purpose defines the broad accountabilities of the positions, which may change based on organisational need.

Please refer to divisional, team and individual work plans for more specific details



## Our Vision

We see a world in which no person is needlessly blind and Indigenous Australia's exercise their right to good health.



## Our Purpose

To end avoidable blindness and improve Indigenous Australian's health.

At The Fred Hollows Foundation we offer a career where your talent and energy will help many see tomorrow.

# ROLE PURPOSE

**Role Title:**

International Payroll Specialist

**Division:**

Business Operations

**Location:**

Sydney

**Date:**

October 2018

**Employment type:**

Permanent, 2 year fixed term

**Reports to:**

Associate Director - Finance

**Number of direct reports: 0****Leadership Band:**

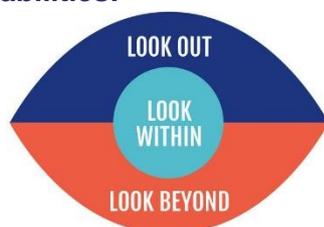
Leads Self

**Purpose of the role:**

The International Payroll Specialist is responsible for leading the timely and accurate implementation, administration and management of the International Payroll System for The Fred Hollows Foundation across all jurisdictions, geographies in which we operate and employ people.

**The International Payroll Specialist will own the outcomes of:**

1. Support and contribute to the design, build and implementation of an international payroll system using SAP Success Factors (ECP payroll) as the core business system.
2. Lead the rollout of a centrally managed payroll function across all offices and locations of The Fred Hollows Foundation
3. Administer, reconcile, review and analyse payroll data across all divisions and offices to ensure its accuracy, reliability and timeliness for all finance and business users
4. Conduct regular review and feedback sessions to identify gaps and future business needs to support ongoing improvements and developments in international payroll systems, processes and integrations
5. Collaborate with the People and Organisational Development, Finance and IT teams to support new business systems, integrations and process changes in order to continually improve the payroll, financial data and analysis to facilitate improved business decision making
6. Support and drive a business partnership approach by ensuring a culture of financial literacy, accountability, responsiveness, engagement and collaboration within The Foundation to ensure assurance actions are shared and undertaken to improve our risk, compliance and safeguarding culture
7. Other tasks as requested by your manager

**Our Capabilities:****As a member of the Foundation Family you will:**

1. Live by the values of The Foundation and support The Foundations culture, performance and brand.
2. Adhere to all The Foundation policies & Procedures.
3. Strengthen the health, safety and well-being of all.
4. Lead, collaborate and contribute in all interactions.

**Essential Experience:**

- Extensive experience working with SAP international payroll system or the like
- Strong experience working as part of a finance team across international business environments
- Strong experience designing, building and implementing international payroll solutions
- Strong experience in educating, supporting and engaging with business users in the rollout of an international payroll solution.
- Demonstrated ability to analyse and report on payroll data, trends and issues

**Skills:**

- Excellent knowledge of using and implementing SAP payroll system
- Outstanding organisational skills, attention to detail and a demonstrated ability to meet deadlines.
- Demonstrated capacity to work productively and respectfully in a team.
- Excellent interpersonal, oral and written communication skills (English essential)
- Excellent knowledge and capability utilising Microsoft Office

**Desirable Experience:**

- Experience in an International NGO
- Experience and understanding of employment remuneration rules, tax structures and practices in multiple countries

**Qualifications:**

Membership to Chartered Institute of Payroll Professionals or equivalent preferred

**The position involves:**

This position is not recognised as having "Contact with Children" either direct or indirect  
This position does not involve "Working with Children" either direct or indirect.

**Travel:**

Infrequent international travel may be required

**Additional Responsibility:**

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.