



## ☀️ Bring Your Payroll Expertise to Bethesda Health Care! ☀️

Are you a seasoned payroll professional looking for your next challenge in a supportive, values-driven team? Located on the beautiful Swan River in Claremont, Bethesda Health Care is proud of its culture of excellence, compassion, and teamwork.

We are seeking a Payroll Lead for a 6-month, fixed-term contract (maternity leave cover), working 7 days per fortnight. In this vital role, you will lead our payroll function and ensure accurate, timely payroll services for more than 450 employees.

### 💼 Salary

An attractive salary of **\$100,000 (pro rata)**, aligned with your skills and experience.

### Why You'll Love Working With Us

💡 **Flexibility that suits you** – part-time arrangement of 7 days per fortnight (52.5–60 hrs) with flexible start and finish times.

💡 **Salary packaging perks** – boost your take-home pay with:

- Up to \$15,900 for mortgage, rent, or living expenses
- An additional \$2,650 for meals and entertainment

💡 **Wellbeing support** – access to our confidential Employee Assistance Program (EAP).

💡 **On-site convenience** – discounted meals, subsidised parking, and close proximity to public transport.

### About You

We're looking for an experienced and detail-oriented Payroll Lead with:

- ✓ 3–5 years' Leadership experience in payroll operations within a medium-sized, complex organisation
- ✓ Strong knowledge of payroll legislation (Fair Work Act, superannuation, taxation)
- ✓ Demonstrated expertise in applying Modern Awards and Enterprise Agreements
- ✓ Excellent communication, organisational, and time management skills
- ✓ Commitment to auditing, compliance, and continuous improvement

### Desirable:

- Healthcare payroll experience
- Proficiency in Access MicroPay and Humanforce

### How to Apply

For confidential enquiries, contact Eve Dowson, Executive Manager People and Culture at (08) 9340 6386 or [edawson@bethesda.org.au](mailto:edawson@bethesda.org.au).

To apply, complete the [Application Form](#), review the [Position Description](#), and send your cover letter (addressing the "About You" section) to [hronboarding@bethesda.org.au](mailto:hronboarding@bethesda.org.au) by **22 September 2025**.

**Important Information**

- Only candidates with full Australian work rights will be considered.
- A Police Clearance issued within the last six months is required.
- Due to high application volumes, only shortlisted candidates will be contacted.
- Bethesda Health Care reserves the right to close applications early.

✦ Take the lead in this rewarding role and bring your payroll expertise to Bethesda Health Care—apply today!