



Payroll Officer
Fixed-Term | Part-Time (6 months)

Bethesda Health Care is seeking a dedicated and detail-oriented **Payroll Officer** to join our supportive People & Culture team in Claremont. This is an excellent opportunity to contribute to a values-driven organisation while enjoying the flexibility of part-time work.

About the role:

In this role, you will play a key part in ensuring the accurate and timely delivery of fortnightly payroll for approximately 500 employees. You will also support the maintenance of efficient and compliant payroll systems and processes.

This position is offered as a **6-month fixed-term contract** (maternity leave cover), working **7 days per fortnight (52.5–60 hours)** with flexibility in start and finish times.

Why You'll Love Working with Us

At Bethesda, we pride ourselves on fostering a supportive and inclusive environment where people thrive. As part of our team, you will enjoy:

✦ **Work-life balance** – Flexible part-time arrangement with family-friendly hours.

✦ **Salary packaging benefits** – Increase your take-home pay with:

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

✦ **Employee wellbeing** – Access to our confidential Employee Assistance Program (EAP).

✦ **Convenience on-site** – Discounted meals, subsidised parking, and excellent public transport links.

About You:

We are seeking candidates who bring both technical expertise and a collaborative mindset. The ideal applicant will have:

- Current National Police Clearance (issued within the past 6 months)
- Minimum of 2 years' payroll experience in a medium-sized, service-focused organisation (healthcare experience highly regarded)
- Knowledge of HR and payroll legislation, including Fair Work, superannuation, and taxation
- Strong understanding of Modern Awards and Enterprise Agreements and their application in payroll processing
- Excellent attention to detail, strong initiative, and well-developed communication and organisational skills
- A commitment to process improvement and auditing best practices
- Proficiency in Access Micropay (desirable)

**How to Apply**

For confidential enquiries, contact Eve Dowson, Executive Manager People and Culture at (08) 9340 6386 or 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 by **10 October 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.