



Payroll and Finance Officer | 0.8 FTE, Part-time, Ongoing

Huntingtower has a long and proud tradition of educational excellence, consistently performing among the top schools in Victoria. Guided by our mission *to be a beneficial presence in the world, to uplift thought and to bless mankind*, Huntingtower is a vibrant, values-driven community where kindness, respect and excellence shape everything we do.

Do you believe that accurate payroll and responsible fee administration are about more than numbers - that they are about trust, care and supporting the people who make a school thrive? Are you a detail-oriented and professional payroll practitioner with strong accounts receivable experience who values accuracy, service and strong relationships? Huntingtower is seeking a highly capable Payroll and Finance Officer (0.8 FTE) to join our Finance team.

This role plays a vital part in the life of the School, ensuring staff are paid accurately and on time while also supporting effective revenue collection, fee administration and financial integrity. Working closely with the Director of Business Operations, Finance Manager and People and Culture team, you will contribute to sound governance and efficient financial processes within a collaborative and supportive environment.

This is a varied and people-focused role, ideally suited to someone who enjoys combining technical payroll expertise with accounts receivable responsibility and a genuine commitment to supporting a school community.

Key responsibilities

- Deliver accurate and timely payroll processing for all staff, ensuring compliance with relevant Awards, legislation and School policies (Synergetic highly regarded)
- Maintain payroll records, manage variations, leave, adjustments and support End-of-Financial-Year payroll requirements
- Provide clear, professional support to staff for payroll enquiries, including wages, deductions, leave and superannuation
- Prepare payroll and compliance reporting and support audit and governance requirements
- Support payroll systems, processes and continuous improvement initiatives
- Manage accounts receivable functions, including school fee administration, debtor management, payment plans and follow-up of outstanding accounts
- Process receipting, invoicing and daily banking activities in accordance with School procedures
- Collaborate closely with People and Culture, Finance and IT teams to support effective payroll and financial operations
- Support the administration and invoicing of external facility hires, including bookings, deposits and coordination with internal stakeholders
- Provide broader finance and administrative support as required within the Finance Department

What we are looking for

- Demonstrated experience in payroll processing, ideally within a school or education environment
- Proven accounts receivable experience, including debtor management and fee administration
- Strong working knowledge of industrial Awards, payroll legislation, taxation and superannuation requirements
- High level of accuracy and attention to detail, with the ability to manage deadlines and competing priorities

- Excellent communication and interpersonal skills, with the ability to explain payroll matters clearly and professionally
- Confidence working with payroll and financial systems, with experience in Synergetic highly regarded
- A collaborative, service-focused mindset and the ability to work effectively with a wide range of stakeholders
- Discretion, professionalism and integrity when handling confidential information
- Commitment to child safety, continuous improvement and the values and ethos of Huntingtower

This is a **part-time, ongoing position** with a pro rata of 5.4 weeks annual leave, aligned with the school holiday periods. At Huntingtower, you will join a warm, collaborative and values-driven team that works passionately to uplift and celebrate our community. This role offers the opportunity to make a meaningful contribution through trusted payroll delivery, strong relationships and a commitment to excellence.

Applicants must hold a current Working with Children Check, provide a clear Criminal Record Check, and demonstrate a strong commitment to child safety and the wellbeing of young people.

Information about the School can be found on our [website](#) together and the position description is available below.

If you are a skilled and professional Payroll and Finance practitioner who enjoys working with people and contributing to a caring Christian school environment, we would love to hear from you. Please submit your application to employment@huntingtower.vic.edu.au by **Friday 13 March 2026** including the names, addresses and telephone numbers of three referees.

We will shortlist and interview high-quality applications as they are received, and we strongly encourage interested candidates to apply as soon as possible.

The School reserves the right to make an appointment at any stage of the recruitment process, including prior to the closing date for applications. We thank you for your understanding.

Huntingtower is a child safe employer and is committed to providing a child safe culture that ensures the care, protection and safety of all children and young people.

Huntingtower is committed to upholding Victoria's Child Safe standards and has a zero tolerance of child abuse. All interested applicants will be required to familiarise themselves with Huntingtower's Child Safety Policies and Codes of Conduct located on the Huntingtower [website](#). Candidates must demonstrate an understanding of appropriate behaviours when engaging with children.

The School undertakes several screening processes to protect children and young people appropriately in its care. This includes reference checks, identity checks, qualification checks and professional registration checks.

Huntingtower embraces non-discriminatory recruitment by providing equal employment opportunity to all and maintains strict privacy and confidentiality regarding your application. We welcome applications from people of all backgrounds, including Aboriginal and Torres Strait Islander people.



Position Description

This position description summarises the essential responsibilities, performance outcomes, activities, qualifications, and skills for this position and may be reviewed or modified by the Principal or their delegate, in response to the strategic direction of the school and the development of skills and knowledge for this position.

Position Details

Position	Payroll and Finance Officer
Award	Educational Services (Schools) General Staff Award 2020
Classification	School administration services - Level 4, Grade 4
Reports to	Director of Business Operations/Finance Manager

Nature of Role

The Payroll and Finance Officer plays a key role in supporting the School's operational, financial and compliance functions. The position is responsible for the accurate and timely processing of payroll, compliance with industrial awards, legislative requirements and reporting obligations. In addition, the role has a significant responsibility for debtors and fee administration, supporting effective revenue collection, payment plan management and stakeholder communication. The role also provides broader financial and administrative support, including receipting, invoicing, cash handling and facility hire administration. Working closely with the Director of Business Operations, Finance Manager, People and Culture and other stakeholders, the role contributes to sound financial governance, efficient systems and a high standard of service across the School.

Main Responsibilities & Accountabilities

Responsibilities	Performance Outcomes
Payroll processing and administration	<ul style="list-style-type: none"> Manage and execute end-to-end payroll operations, including monthly and fortnightly payroll cycles and annual remuneration updates (salary, FTE, leave and rate adjustments), ensuring accuracy and full compliance with Industrial Awards, Fair Work, taxation, superannuation legislation and School policies, and regularly reviewing and updating payroll procedures in line with legislative changes Ensure payroll data integrity through the verification of timesheets and supporting documentation, proactively resolving discrepancies and following up outstanding items Maintain accurate employee payroll records by entering and updating staff details in Synergetic in close consultation with the People and Culture team



Position Description

	<ul style="list-style-type: none"> • Manage payroll adjustments accurately and compliantly by processing pay rate changes, retroactive payments, payroll corrections and other non-routine payroll variations • Ensure accurate leave management and compliance by administering personal, annual and long service leave entitlements through the school portal and Synergetic, including monthly reconciliation and maintenance of leave liability records • Provide reliable payroll reporting by preparing and submitting monthly Payroll Summary Reports and Full-Time Equivalent (FTE) reports • Ensure transparent leave tracking by accurately recording, monitoring, and reporting all staff leave applications • Ensure compliance with statutory deduction requirements by administering wage garnishments, child support and other legally mandated deductions in a timely, confidential and accurate manner • Support governance and accountability by assisting with payroll audits and responding to internal and external auditor queries in a timely and professional manner • Ensure accuracy of employee remuneration details by processing changes to salary sacrifice, banking, superannuation, taxation and personal information • Effectively manage salary packaging arrangements by liaising with the salary packaging provider and ensuring correct payroll processing • Deliver accurate termination outcomes by calculating and processing final pay, including long service leave entitlements, for departing staff • Ensure successful End-of-Financial-Year payroll completion by finalising Single Touch Payroll (STP) • Maintain up-to-date and compliant payroll documentation by regularly reviewing and updating the People & Culture / Payroll Procedures Manual • Maintain payroll system data integrity by conducting regular data checks, exception reviews and corrective data updates to ensure accuracy and reliability
Accounts Receivables	<ul style="list-style-type: none"> • Provide responsive and professional support for fee and account enquiries from parents and external clients, resolving issues accurately and in a timely manner • Ensure accurate and secure receipt of funds by receiving payments, processing receipts and managing daily banking activities in accordance with School procedures • Support the accurate and timely issue of school fee statements in accordance with the annual billing timetable



Position Description

	<ul style="list-style-type: none"> • Support effective fees collection and revenue management by: <ul style="list-style-type: none"> ➢ Accurately inputting student charges ➢ Following up outstanding debtor payments ➢ Managing payment plan accounts in a professional and confidential manner • Manage invoicing and collection of International Student fees, ensuring accuracy, compliance and timely receipt of payments • Process enrolment and waiting list fee payments accurately and in accordance with school procedures • Ensure accurate invoicing and receipting of sundry debtors and external hirers, including programs such as the swim school • Support effective revenue collection by ensuring timely receipt of all monies and monitoring outstanding balances • Ensure timely and accurate month-end reconciliation by managing end-of-month cash banking processes • Administer and monitor payment plans, ensuring compliance with agreed arrangements and clear communication with families • Follow up outstanding accounts professionally and escalate matters as required, preparing recommendations and correspondence for the Finance Manager or Director of Business Operations • Support school activities requiring payments by establishing templates, coordinating receipt information and providing accurate participation and payment records to staff • Ensure accurate receipting and banking of funds by receiving payments, processing receipts and managing banking in accordance with school procedures • Support compliant cash handling practices by managing banking for student-led events and assisting staff with counting and banking fundraising proceeds • Maintain compliance with Building Fund requirements by accurately preparing and issuing donation receipts
Reporting & Compliance	<ul style="list-style-type: none"> • Ensure accurate and compliant statutory reporting by providing payroll data for mandatory compliance requirements, including: <ul style="list-style-type: none"> ➢ Gender Equality Reporting ➢ Australian Bureau of Statistics (ABS) reports ➢ WorkCover reporting • Support informed financial and operational decision-making by preparing and providing accurate, timely payroll information to the Finance Manager and Director of Business Operations as required



Position Description

Employee Service and Support	<ul style="list-style-type: none"> • Provide high-quality payroll support to employees by acting as the first point of contact for payroll enquiries and clearly explaining wage calculations, deductions, leave balances and superannuation matters in a professional and confidential manner • Build staff capability and confidence in payroll processes by providing training and guidance on payroll self-service platforms as required
Financial and Administrative Support	<ul style="list-style-type: none"> • Provide analytical and project support as required by assisting with ad hoc projects, data analysis and reporting tasks • Undertaking any other duties as requested by the Finance Manager or Director of Business Operations
Payroll systems, implementation and data integrity	<ul style="list-style-type: none"> • Support the effective configuration and ongoing reliability of payroll systems by assisting with the setup, testing and maintenance of pay structures, payroll rules, leave calculations and taxation configurations • Support effective cross-functional payroll and systems outcomes by collaborating with People and Culture, Finance and IT teams on projects including integrations between payroll, HRIS and finance systems • Drive continuous improvement in payroll processes by identifying opportunities for enhancement and contributing to the implementation of improved practices or new solutions • Contribute to successful payroll system implementations and upgrades by supporting data migration, user acceptance testing, workflow refinement and go-live activities to ensure continuity and accuracy of payroll processing
Facility Hire Invoicing & Support	<ul style="list-style-type: none"> • Manage external bookings of school facilities by coordinating availability, confirming requirements and ensuring effective use of spaces • Maintain accurate booking schedules and records to support smooth coordination, compliance and audit requirements • Provide clear and professional communication with internal staff and external hirers regarding bookings, logistics and documentation • Ensure accurate and timely financial processing for facility hires by invoicing fees, managing deposits and refunds and processing PAC hire charges (maintaining Facility Hire Deposits Spreadsheet) • Ensure accurate financial processing for Performing Arts Centre (PAC) hires by invoicing bonds, deposits and final event charges in a timely and accurate manner • Support effective administration of PAC external hires by assisting the Theatre Manager with required documentation and compliance processes



Position Description

	<ul style="list-style-type: none"> Continuously improve facility hire processes by identifying efficiencies and enhancing the stakeholder experience.
Service Excellence and Customer Relationship Management	<ul style="list-style-type: none"> Deliver accurate, timely and effective communications to students, staff and parents Demonstrate excellent written and verbal communication skills, enabling clear, professional and effective communication with staff, parents and external stakeholders Work well under pressure and prioritise tasks within deadlines Ability to build positive relationships, negotiate and problem solve Demonstrate a professional, kind and friendly attitude Build and maintain a respectful and professional relationship with all stakeholders Excellent interpersonal skills and customer-service skills Display empathy, commitment and resilience Ability to handle confidential information with integrity Possesses sound judgement and a calm, rational and mature disposition Have a firm belief in and commitment to the mission, vision and core values of Huntingtower with an ability to articulate, facilitate and promote these values.
Health and Safety	<ul style="list-style-type: none"> Demonstrating full awareness of work health and safety issues and procedures, complying with these and taking responsibility for one's own health and safety Promote and support student, staff and visitor safety and well-being, anticipating and responding accordingly to potential threats Responsible for understanding and adhering to the school's risk management policy by identifying, reporting and mitigating risks in their area, modelling appropriate behaviour and participating in relevant training to ensure a safe environment Being familiar with emergency procedures and being ready to implement them if necessary
Flexibility	<ul style="list-style-type: none"> This position description is intended to provide a broad outline of the main responsibilities only. You will be required to perform these duties, and any other duties the employer may assign to you, having regard to your skills, training and experience The post holder is required to be flexible in developing their role in agreement with the Director of Business Operations



Position Description

Position Requirements: Knowledge and Experience

- Demonstrated experience in payroll processing for medium or large organisations
- Previous accounts receivable experience
- An appropriate qualification would be highly regarded
- General bookkeeping experience would be beneficial
- Strong knowledge of current Awards
- Strong computing skills, including proficiency in payroll software, spreadsheets and databases
- Strong understanding of payroll legislation, awards, superannuation, taxation and compliance frameworks
- Experience with software such as Synergetic would be highly advantageous
- Excellent time-management skills and ability to calmly manage competing priorities and deadlines
- High level of accuracy, attention to detail and capacity to work with confidential information
- Demonstrated competence and accuracy in the maintenance and input of data into a range of systems and the ability to extract routine reports and information relating to the data
- Possess methodical, logical and clear thinking and communication skills
- Experience at working within an educational environment highly advantageous
- Demonstrated capacity to work well in a team
- Be prepared to occasionally assist others in the Administration team when required
- Experienced in Microsoft Office Suite
- Attendance for part of the school breaks (5.4 weeks leave) unless otherwise negotiated
- A current employment Working with Children Check (E) and a Criminal Record Check is a requirement of employment
- A positive history of working with children and experience in child-related work
- A strong belief in child safety and protection and a willingness to be actively engaged in the School's child safe culture
- A commitment to contributing to the cocurricular life of the school

Key Relationships

Reporting to:

- Director of Business Operations
- Finance Manager

Liaises with:

- Senior Executive Team
- People and Culture Team
- Staff, Students, Parents and wider Community
- External providers
- External customers



Position Description

Commitment to Child Safety

Huntingtower is a child safe employer and is committed to providing a child safe culture that ensures the care, protection and safety of all children and young people. Huntingtower's robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out identity, qualification, professional registration and reference checks to ensure that we are recruiting the right people.

All staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations, including child safe standards. The School's Child Protection Program, including the *Child Safety and Wellbeing Policy*, *Child Safety Code of Conduct* and the *Staff Code of Conduct* is available via the Staff Portal. The following responsibilities are expected of all roles within the School.

All staff are expected to:

- Be familiar with the content of the School's Child Protection Program, including the *Child Safety and Wellbeing Policy*, the *Child Safety Code of Conduct*, the *Staff Code of Conduct* and with their legal obligations with respect to the reporting of child abuse
- Be responsible for understanding and applying the School's child safety policies and procedures, including identifying and addressing risks, identifying child abuse indicators, management of disclosures, reporting including mandatory reporting, and complying with the *Child Safety Code of Conduct* and *Staff Code of Conduct* and related policies governing staff-student relationships
- Take all practicable measures to protect students where a risk to their safety has been identified, where students are under their care
- Be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the School's Child Protection Officers and/or with external agencies where required
- Be aware of students with whom you will have direct contact, in addressing child protection disclosures and needs of Aboriginal/Torres Strait Islander, those from a culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as LGBTIQ+ and other students experiencing risk or vulnerability
- Promote respectful relationships between students and adults, and between students and their peers. These relationships are based on respect, honesty, kindness, trust and empathy
- Commit to providing an environment where students are safe and feel safe, where their participation is valued, their views respected and their voices are heard about decisions that affect their lives
- Comply with the *Child Safety and Wellbeing Policy*, and act in accordance with the *Child Safety Code of Conduct* and *Staff Code of Conduct*