



**Payroll Officer – Full-Time (Ongoing)**  
**Commencing April 2026**  
**Newman College – Perth, WA**

Join a vibrant PK–12 College community where your expertise in payroll and your commitment to service make a genuine impact. Newman College is seeking an experienced Payroll Officer to support the accurate and timely delivery of payroll services for our staff, while contributing to system integrity and continual process improvement.

### About the Role

In this key position, you will deliver end-to-end payroll processing with precision and confidentiality while managing employee data in compliance with ATO requirements and College policies. You will provide accurate reporting, reconciliations, and data analysis, contribute to system development through data validation and process improvements, and deliver exceptional customer service by responding to staff enquiries with clarity, professionalism, and a strong service focus.

### About You

You will be a proactive, detail-driven professional with at least three years of payroll experience and strong capability using digital payroll platforms. Your background ideally includes experience in the education sector, supported by excellent data and systems management skills and advanced Excel proficiency for reporting and analysis. You bring a sound understanding of ATO guidelines, industrial agreements, and employee entitlements, along with high levels of integrity, confidentiality, and professionalism. With a solutions-focused approach, you can think strategically and innovatively, communicate effectively, build strong relationships, and work collaboratively in support of the broader mission of the College.

### Why Join Us?

At Newman College, you'll join a supportive, forward-thinking community grounded in the Marist tradition. We foster collaboration, professional growth, and a strong sense of community. Staff also enjoy an active social culture and access to onsite facilities, including the pool and weights room, to support wellbeing.

### How to Apply

Applications must include:

- **Cover Letter** (max 2 pages) addressing your suitability
- **CV** outlining qualifications and work history
- **Three referees**, including your current employer

*Newman College is committed to the protection and safeguarding of all members of our community. All employees must satisfy rigorous screening requirements and comply with all Child Safety and College Wellbeing policies.*

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**Challenge — Collaborate — Create — Celebrate**