


POSITION DESCRIPTION

Compliance Manager

ReadyTech (ASX:RDY) exists to help communities thrive, and ReadyTechers flourish on making that change happen.

They enjoy taking on challenges that matter to our customers, communities, and the world – and working to solve them with incredible technology that helps navigate complexity, while also delivering meaningful outcomes.

ReadyTechers are enterprising, and hungry to make a difference. But, more than ever, ReadyTechers are *ready for anything*.





POSITION DESCRIPTION

Title	Compliance Manager	Location	ANZ
Report to	Head of Product, WFS	Direct report(s)	TBD

The purpose of this role

We're looking for a Compliance Manager with a passion for ANZ payroll compliance and a knack for tech. Join us to help companies pay the right people in the right jobs at the right time.

This isn't just your typical payroll compliance role. You'll be a major contributor in how we shape and evolve one of the most critical parts of our Workforce Solutions suite — and our business. And you should have an opinion how AI can reshape how we go about compliance.

You will work with the Head of Commercial Operations, Head of Managed Services, and the wider Leadership & Product Team to drive consistent compliance and quality standards across multiple Service, Support, and Product Teams.

You'll lead the governance and oversight of payroll operations and related processes, ensuring alignment with internal policies, legislative requirements, and evolving regulatory expectations. You also will act as a proactive compliance champion — anticipating changes, identifying emerging risks, and translating complex regulatory developments into actionable insights for the business and our clients.

You know how to deliver thought leadership and strategic guidance that not only safeguards compliance but adds commercial value- supporting product development, client education, and stakeholder trust.

And you will collaborate with internal and external stakeholders to embed a culture of compliance, drive continuous improvement, and ensure our products and services meet the highest standards of regulatory integrity and client impact.

The key accountabilities of the role

- Proactively monitor, interpret, and communicate payroll compliance changes across ANZ, ensuring timely action and clarity for internal teams and clients.
- Provide expert leadership on payroll compliance and governance across product and service functions.
- Lead the delivery of compliance initiatives and regulatory change projects with strong execution and business impact.
- Ensure product and service compliance meets high standards of customer trust and satisfaction.
- Develop and maintain scalable tools and content to support internal enablement and client confidence.
- Drive GTM alignment of compliance updates across product, marketing, sales, and customer success.
- Build and maintain strong relationships with ANZ government agencies as a trusted compliance partner.



The key responsibilities of the role

1. Legislative & Regulatory Compliance

- Ensure payroll processing complies with all relevant laws and regulations, such as:
 - **Australia:** Fair Work Act 2009, Superannuation Guarantee, PAYG, STP, payroll tax
 - **New Zealand:** Holidays Act 2003, KiwiSaver, PAYE, ACC
- Monitor legislative changes and assess their impact on client payroll processes and systems.
- Provide guidance to internal teams and clients on interpreting and applying legislative requirements.

2. Audit & Assurance

- Lead internal audits of payroll data and processes to identify non-compliance or errors.
- Lead external audits (e.g., ASAE3402) and ensure timely provision of accurate documentation.
- Implement and monitor internal control frameworks to support ongoing audit readiness.

3. Risk Management

- Identify compliance risks across client payrolls and implement mitigation strategies.
- Review and respond to client escalations related to compliance breaches, under/overpayments, or reporting errors.
- Maintain a risk register and track incident resolution and root cause analysis.

4. Reporting & Governance

- Oversee timely and accurate submission of statutory reports (e.g., STP, payment summaries, payroll tax returns, superannuation lodgements).
- Participate in client steering committees or governance meetings to present compliance insights

5. Policy & Process Development

- Create & maintain payroll compliance policies, SOPs, and training materials.
- Review Service and Support Team process guides
- Support standardisation and process improvement initiatives to reduce compliance risk across the business.

6. Training & Advisory

- Train payroll teams on compliance obligations and updates.
- Act as the subject matter expert (SME) on complex payroll scenarios such as EBA interpretation, leave accrual rules, and taxation implications.
- Provide proactive advice to clients on how to remain compliant amid legislative changes or internal policy shifts.

7. Customer Intimacy

- Attend client meetings for complex or escalated compliance related matters
- Produce regular communications for customers on relevant compliance topics

8. Thought Leadership & GTM Enablement

- Develop compliance-led content and insights that support go-to-market strategies, thought leadership, and client-facing campaigns.
- Partner with marketing and product teams to translate complex regulatory changes into compelling, accessible material for use across sales, enablement, and external communications.



The ideal candidate will have these:

Skills	<ul style="list-style-type: none">• Strong compliance knowledge and ability to effectively analyze complex changes & their impact.• Excellent prioritization and time management skills, with high attention to detail and able to thrive in a fast-paced environment• Strong verbal and written communication skills with the ability to engage, influence and inspire partners and stakeholders to influence outcomes drive collaboration and alignment• Strong organizational skills and the ability to manage and prioritize projects• Robust leadership and interpersonal skills• Proactive, self-starter and results-driven with can-do attitude• Strong problem-solving ability• Experienced in delivering GTM success with internal and external audiences.
Knowledge	<ul style="list-style-type: none">• ANZ Payroll Compliance framework/s• Payroll and Tax software• ATO/IRD• Fairwork• State Legislation• Audit• Working understanding of ISO27001
Experience	<ul style="list-style-type: none">• Possess 3-5 years' experience in Accounting with significant tax / Payroll Compliance or consulting, ideally in a B2B SaaS environment• Audit Management and Response• Leading change in a fast-paced environment• Experience in gathering and analysing legislative and business requirements by leveraging governmental/legislative resources and 3rd party consultancies• Certificate IV in Accounting and Bookkeeping• Bachelor of Accounting (Preferred)• Hands-on experience using AI tools (e.g. ChatGPT) in your workflow.