

POSITION DESCRIPTION

Jnr Payroll Operations Support

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	Jnr Payroll Operations Support	Location	Australia
Report to	Payroll Team Manager	Direct report(s)	None

The purpose of this role

This role supports the ReadyTech Workforce Solutions business in the effective delivery of payroll fulfilment services across daily, monthly, and annual cycles. It ensures all activities are completed in line with statutory and compliance requirements, while maintaining the integrity of customer accounts. The role also contributes to operational efficiency through ad hoc support and provides backup coverage to the Business Administration function to ensure seamless service continuity.

The key accountabilities of the role

- Ensure all payroll fulfilment activities are completed in accordance with relevant legislation, including superannuation, taxation, and regulatory obligations.
- Maintain compliance with applicable laws, regulations, and internal company policies across all fulfilment processes.
- Prepare, reconcile, and lodge payroll tax returns in line with statutory deadlines and requirements.
- Investigate and resolve payment discrepancies, ensuring accuracy and timely correction of issues.
- Liaise with financial institutions, clearing houses, and regulatory bodies to support fulfilment processing and compliance outcomes.
- Provide ad hoc operational support and act as a backup resource to the Business Administration *team as required*.

The key responsibilities of the role

- Process and support payroll fulfilment activities across daily, monthly, and annual cycles, ensuring accuracy and timeliness.
- Perform calculations, validations, and reconciliations, including superannuation, PAYG, and payroll tax obligations.



- Support the preparation and lodgement of statutory requirements, including payroll tax, superannuation, and PAYG, ensuring accuracy and compliance with deadlines.
- Reconciliation of accounts, including superannuation clearing accounts and other relevant balances.
- Monitor payment and Lodgement schedules and escalate risks to ensure all critical deadlines are met.
- Investigate and resolve discrepancies, queries, and ad hoc requests from internal and external stakeholders.
- Maintain accurate and up-to-date customer and payroll data, ensuring data integrity across systems.
- Liaise with clients, financial institutions, super funds, clearing houses, and regulatory bodies (e.g. ATO, State Revenue Offices) as required.
- Follow established processes, controls, and procedures, contributing to continuous improvement and documentation updates where appropriate.
- Provide administrative and operational support to the Business Administration team and act as a backup resource when required.
- Collaborate with team members and contribute to a positive team environment focused on service quality and customer outcomes.
- Adhere to company compliance frameworks, including ISO 27001 and ASAE 3402 standards.
- Demonstrate and uphold ReadyTech values in all interactions and activities.

The ideal candidate will have these:

1. Skills & requirements

- High attention to detail and strong analytical thinking.
- Good problem-solving skills, with the ability to investigate and resolve discrepancies.
- Effective time management and organisational skills, with the ability to manage competing deadlines.
- Clear and professional communication skills, both written and verbal.
- Ability to follow processes and procedures while identifying opportunities for improvement.
- Interest in Finance & technology

2. Knowledge

- Proficiency in Microsoft Office Suite, with strong interest or capability in Excel.



3. Experience

- 1+ years experience in a role similar