

POSITION DESCRIPTION

Payroll Operations Support - (Contract - Pay Day Super)

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	Payroll Operations Support – Contract Role	Location	Australia
Report to	Payroll Team Manager	Direct report(s)	None

The purpose of this role

The Payroll Operations Support Officer on a fixed-term contract basis is required to support the business through the transition and operational impacts associated with the introduction of Payday Super legislation.

This role will provide critical operational and administrative support to the Managed Payroll teams during a period of significant legislative and process change.

The key accountabilities of the role

- Ensure all payroll & Superannuation 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.
- Investigate and resolve payment discrepancies, and File validation errors ensuring accuracy and timely correction of issues.
- Liaise with financial institutions, clearing houses, and regulatory bodies to support fulfilment processing and compliance outcomes.

The key responsibilities of the role

- Support payroll operations teams with activities relating to Payday Super implementation and ongoing processing requirements
- Assist with the review and validation of payroll and superannuation data,
- Coordinate and manage customer follow-ups regarding required actions, outstanding information, and compliance activities
- Support superannuation processing activities, reconciliations, exception handling, and issue tracking



- Assist with identifying and escalating discrepancies, processing risks, or compliance concerns relating to the clearing house, and Superannuation processing
- Maintain accurate records, process notes, and operational documentation
- Payroll, Support, Product, and Operations teams
- Contribute to process improvement initiatives aimed at increasing operational efficiency and customer outcomes

The ideal candidate will have these:

1. Skills & requirements	<ul style="list-style-type: none">- 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	<ul style="list-style-type: none">- Proficiency in Microsoft Office Suite, with strong interest or capability in Excel.
3. Experience	<ul style="list-style-type: none">- 1+ years experience in a role similar
