

## Position Vacant

Job Title: **Payroll & Human Resources Officer**  
Work type: Full time position  
Department: Human Resources  
Pay range: \$85,000 - \$90,000 per annum + super dependant on qualifications and experience

### About the Organisation

Aurukun Shire Council plays a crucial role in leading the community and addressing the needs of its residents. The Council works closely with various stakeholders, including government agencies, non-governmental organisations, and local businesses, to improve service delivery and create opportunities for the community it serves.

Key focus areas for the Aurukun Shire Council include community safety, governance, economic development, and preservation of cultural identity, environmental management, postal services, aged care and child care provision. Initiatives are developed and implemented in consultation with community members, ensuring their active participation and ownership. The Council strives to empower community members, promote self-determination, and build a sustainable and prosperous future for Aurukun.

### About the Role

#### **This role is based in the Cairns support office.**

Reporting to the People, Culture and Safety Manager this role manages Council's payroll functions from end to end, ensures that Council remains compliant with industrial instruments and offers administrative support to the Human Resources team.

### Key Accountabilities

#### **Payroll**

- Maintain and update payroll system, including but not limited to new appointments, terminations, salary changes, new tax scales, employee details: addresses, bank and TFN.
- Process weekly end to end payroll efficiently and accurately
- Create and maintain spreadsheets, calendars and payroll reports as required for employee data analysis and external reporting
- Deal with employee payroll queries and requests in an accurate, courteous and customer focused manner. Escalate issues to the People, Culture and Safety Manager as required.
- Ensure timesheets are approved by relevant Supervisors prior to processing employee payments.
- Ensure weekly creditors payments are processed including PAYG tax, superannuation funds and other payroll deductions.

- Provide advice on industrial instruments while tracking and reporting to the HR team on all changes made by the Queensland Industrial Relations Commission.
- Liaise regularly with HR for Classification and Level for new employees as required.
- Assist Human Resources in resolving matters that pertain to payroll.
- Work with the Financial Accountant to ensure payroll reconciliations are balanced weekly, including but not limited to suspense accounts for PAYG, payroll, and any other reconciliations are performed as required.
- Safekeeping and storage of payroll records as per legislative requirements.
- Travel to Aurukun on a regular basis to implement training and provide advice to employees.

### **Human Resources**

- Work with relevant Council employees to ensure employee personnel files and records are accurate and complete.
- Notify relevant manager/supervisor of probations, end of contracts and performance reviews with relevant payroll reports to aid their discussion.
- Interpret and ensure compliance with relevant industrial instruments by reviewing draft employee contracts before issue.
- Track employee usage of Isolation and Annual Leave with Travel entitlements, verify eligibility and provide employee reimbursements
- Assist in maintaining and updating Human Resources software including but not limited to Safety Champion and Kineo Training.
- Provide advice to managers/supervisors on interpretation of awards, Industrial Relations Act and Council HR policies.
- Provide regular attendance, overtime and other reports to the People, Culture and Safety Manager and to the management team as requested.
- Assist with induction of new employees in the Cairns Office.

### **Qualifications, Skills and Attributes**

1. Minimum 5 years related work experience in Payroll
2. Experience in Human Resources administration roles and Accounts Payable highly regarded.
3. Working knowledge of legislation as it relates to Taxation (Single Touch Payroll, PAYG, HELP, Salary Sacrifice) and Privacy Laws
4. Knowledge of or ability to acquire of the Queensland Industrial Relations Commission Awards, Industrial Relations Act (Employment Standards), Local Government Act and Local Government Regulations.
5. Excellent computer literacy particularly in aspects of Payroll and Accounting software (Synergy Soft will be highly regarded), and the Microsoft Office suite, particularly Word and Excel.

6. Strong interpersonal and communication skills with ability to negotiate, conflict manage and diffuse volatile situations.
7. Ability to work independently and as part of a team to achieve positive outcomes.
8. Knowledge and understanding of Aboriginal and Torres Strait Islander cultures, with ability to communicate effectively and sensitively with Indigenous people.
9. Capacity to demonstrate a high level of commitment to interact positively in a remote Aboriginal community.
10. Understanding of legislation, or ability to acquire legislative knowledge of Aurukun Shire Council Local Law.

### **Benefits**

Joining ASC means becoming part of an organisation with strong cultural values with a focus on providing exceptional services to, and for, the community.

You will be offered;

- A salary of \$85,000 - \$90,000 per annum plus superannuation
- Access to our Employee Assistance Program (EAP)
- Off street parking in the Cairns city office

### **How to apply**

To apply, email a copy of your current resume and cover letter of no more than 1 page in length to [hrmanager@aurukun.qld.gov.au](mailto:hrmanager@aurukun.qld.gov.au)

Applications close 4pm Friday 13 February 2026.

Shortlisting for this position will begin immediately and Council reserves the right fill the role prior to the nominated closing date. Only shortlisted applicants will be contacted. Appointment to this position is subject to a satisfactory National Police Check and pre-employment medical assessment.

For further information or a copy of the position description contact the HR Manager on **0418 387 516** or email [hrmanager@aurukun.qld.gov.au](mailto:hrmanager@aurukun.qld.gov.au)