

# **PAYROLL COORDINATOR**

## **Parental Leave Fixed Term Contract**

**DEPARTMENT:** Finance  
**REPORTS TO:** Director of Finance  
**DIRECT REPORTS:** N/A

### **ROLE**

As part of a small administrative team, the Payroll Coordinator works collaboratively across the Finance and People and Culture teams and is responsible for the timely and accurate processing of ASO's fortnightly payroll. The role includes administrative support to the People and Culture function of the Adelaide Symphony Orchestra.

### **RELATIONSHIPS**

With a collaborative and solution-oriented working style, the Payroll and People Coordinator role will build relationships across the ASO, with both musicians and administrative staff. The role may also work with external stakeholders such as Return to Work SA, Gallagher Bassett and other identified government bodies and organisations. Day to day, the person will work closely with the Finance team and will provide support to the People and Culture Manager.

### **SPECIAL REQUIREMENTS**

Prior to commencing employment, the preferred candidate is required to have satisfactorily met the requirements of a Working with Children Check.

### **PERSON SPECIFICATION**

Detailed below are the qualifications, experience, knowledge, skills, and abilities identified for the position.

The essential criteria show the minimum essential requirements of the position. The desirable criteria outline additional attributes which would enable the successful candidate to perform the role more effectively; they are not essential but may be used to distinguish between applicants during the shortlisting process.

#### **Essential Criteria**

- Experience in end-to-end payroll processing.
- Experience using payroll operating systems – experience with MicrOpay desirable.
- Strong IT skills including excellent knowledge of Microsoft suite.
- Excellent interpersonal and communication skills, including the ability to effectively liaise with a wide variety of stakeholders.

**Desirable**

- Superior organisational and administrative skills with a high degree of drive, initiative, and the capacity to deal with multiple and often conflicting priorities.
- Exceptional attention to detail and data entry accuracy.
- Excellent time management skills, including the ability to coordinate and deliver simultaneous projects within specified timeframes.
- A positive hands-on attitude, willingness to take direction, and the ability to effectively work both independently and as part of a team.
- Qualifications in Finance/HR or demonstrable experience working in a related field will be highly regarded.

**POSITION INFORMATION:**

This position is being offered on a on a part-time (0.6FTE), fixed term contract from May 2026 to February 2027, to cover parental leave. The full-time equivalent salary range is \$75,000-\$82,000 per annum. Based on an 0.6FTE appointment, the pro-rated salary is \$45,000-\$49,200 per year. Copies of the position description are available upon request via [employment@aso.com.au](mailto:employment@aso.com.au).

**HOW TO APPLY:**

Qualified candidates are encouraged to submit a current Cover Letter and CV in one document, outlining your suitability, to the attention of Rachel Grant, People and Culture Manager. Please note that applications submitted without a Cover Letter will not be considered. Applications or queries can be submitted via email to Rachel at [employment@aso.com.au](mailto:employment@aso.com.au).

[Applications will close at 5pm on Sunday 15 March 2026.](#)

**Interviews will commence as applications are received.**

***The ASO invites applications from all qualified candidates with current working rights in Australia.***