PAYROLL OFFICER



Adelaide Festival 2025. Image © Morgan Sette

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ABOUT US

Taking place on the traditional land of the Kaurna Nation of the Adelaide Plains, Adelaide Festival is Australia's International Festival.

For 65 years we have been the nation's major cultural drawcard, attracting many thousands of visitors annually: all making a pilgrimage to experience the finest international and national artistic endeavours.

Adelaide Festival is internationally recognised as Australia's pre-eminent arts festival. Alongside Edinburgh and Avignon Festivals, Adelaide Festival is cited as one of the top festivals in the world - providing audiences with the chance to see the most original and acclaimed artists working in the world today.

Our curated program includes Australia's largest, and only free, literary festival – Adelaide Writers' Week alongside a cross-section of theatre, opera, music, dance and visual art from artists of all backgrounds and cultures. Inclusivity, creativity, sustainability, trust and celebration drive our passion for delivering Adelaide Festival and Adelaide Writers' Week.

Since 1960, Adelaide Festival has also stood at the helm of artistic innovation, commissioning and championing groundbreaking new works and presenting them alongside the greatest established companies and artists.

ABOUT THE ROLE

This is a 0.4 FTE part-time ongoing position.

Adelaide Festival is seeking an experienced Payroll Officer to deliver accurate and timely payroll services across our organisation. This hands-on role suits a payroll professional who enjoys combining detailed processing with strong stakeholder relationships and practical problem-solving. Our values of Accountability, Courage, Creativity and Trust guide how we work together and the decisions we make. We are looking for someone who takes ownership, collaborates openly and builds trusted relationships across the organisation.

The Payroll Officer is responsible for accurate, timely and compliant payroll administration across Adelaide Festival. The role manages payroll processing, superannuation, payroll tax, statutory reporting and payments to Board and Audit and Risk Committee members. Working across all departments, the Payroll Officer will coordinate closely with departmental managers and employees, particularly the Production team, which undertakes its own recruitment of short-term Festival staff. The role will also work closely with the HR & Governance Officer to ensure new starters, contract changes, employee records and payroll inputs are complete, approved and processed on time.

SELECTION CRITERIA

- Relevant payroll, bookkeeping or accounting qualification, or equivalent demonstrated experience.
- Demonstrated Australian payroll experience and sound knowledge of payroll-related statutory obligations.
- Advanced attention to detail and proficiency in Microsoft Excel and payroll/accounting systems.
- Ability to work agreed payroll-processing days and occasionally vary working days to meet fixed payroll and statutory deadlines.
- National Police Check and other screening reasonably required for the role.
- Knowledge of Aptus and/or Employment Hero is desirable.

KEY RESPONSIBILITIES

- Process end-to-end payroll accurately and on time, including permanent, casual and short-term Festival employees.
- Process commencements, contract and pay changes, allowances, deductions, leave, terminations, back pay and approved off-cycle adjustments.
- Complete payroll checking, exception reports, reconciliations and approval documentation before each pay run.
- Maintain accurate employee master data, bank, tax and superannuation details, classifications, pay rates and leave balances.
- Respond to employee payroll enquiries and escalate complex employment, tax or industrial matters as appropriate.
- Work across all Adelaide Festival departments to obtain complete and approved payroll information within agreed cut-off dates.
- Work closely with the Production team, which manages recruitment of its short-term staff, to validate contracts, payroll setup information, timesheets, rates, allowances and end dates before processing.
- Work closely with the HR & Governance Officer to coordinate starter, variation and termination documentation and maintain aligned HR and payroll records.
- Follow up missing or inconsistent payroll inputs and clearly communicate the impact of late submissions on processing timeframes.
- Prepare and process superannuation contributions, monitor clearing-house outcomes and resolve rejected or returned contributions.
- Prepare payroll tax calculations, reconciliations, returns and annual reconciliation workpapers.
- Complete Single Touch Payroll reporting, PAYG withholding requirements and year-end finalisation.
- Process Board and Audit and Risk Committee fees, allowances and reimbursements in accordance with approved schedules, delegated approvals and applicable tax and superannuation treatment.
- Prepare payroll journals, payroll clearing account reconciliations, leave-liability reports and payroll information required for month-end, budgeting and audit.
- Maintain complete records of payroll transactions, approvals and statutory lodgements and respond to internal and external audit requests.
- Maintain payroll procedures, checklists and calendar-based controls, and contribute to payroll business continuity and process improvement.
- Monitor payroll-related legislative and system changes and advise the Chief Financial Officer of required updates.
- Act as an Adelaide Festival representative at all times.
- These duties and responsibilities may vary according to the ongoing requirements of the position.

Why join us

We believe in creating an environment where our people thrive - here's what you can look forward to:

- Inclusive, Creative and Collaborative Culture
- Up to five additional days of paid Festival Leave (pro rata) subject to operational requirements and approval in accordance with the Festival Leave Policy
- Flexible work-from-home arrangements, subject to operational requirements
- Complimentary tickets and staff discounts
- Access to the Employee Assistance Program, wellbeing support and an annual flu vaccination.

This is a 0.4 FTE role, ordinarily two days each week. Agreed working days must support the payroll cycle, with occasional flexibility around key deadlines.

HOW TO APPLY

Apply via SEEK (preferred channel) or ArtsHub.

For your application, please include:

- **A tailored cover letter:** Clearly outlining your suitability for the role and your interest in working with us
- **A current resume:** Including the names and contact details for a **minimum of two professional referees** - *We will not contact referees without the applicant's permission*

Please note that during the festival delivery period, out-of-hour and weekend work may be required.

Join us in championing the arts and contributing to the cultural vibrancy of Adelaide. Be a part of a dynamic team dedicated to creating memorable experiences for audiences across South Australia.