



AUSTRALIAN VINTAGE LTD

Senior Payroll Officer

- Values-driven culture and flexible work environment
- Competitive benefits offering, including 26 weeks of paid primary carer parental leave, and Birthday Leave!
- ASX listed, global wine business

About AV:

Australian Vintage (AV) is an ASX listed company and owner of the multi-award winning McGuigan, Tempus Two, Nepenthe, and Barossa Valley Wine Company brands. Leveraging our world-class assets and innovative know-how, in 2022 we expanded into spirits and ready-to-drink cocktails to diversify our portfolio and meet consumer demand—from a world-first gin to sustainable spirits and high-quality cocktails.

AV is committed to an Environmental, Social, and Governance (ESG) strategy, focusing on environmental impact, climate action, social initiatives, and corporate governance. We aim to achieve Net Zero carbon emissions by 2040 across our entire value chain, powered by renewable energy at our Buronga Hill winery and Merbein packaging facility. AV is recognised as an accredited Mental Health First Aid workplace by Mental Health First Aid Australia as of January 2023.

About the role:

AV is currently seeking a dedicated Senior Payroll Officer to join our Corporate Finance team in Adelaide on a part-time basis. This role offers flexibility, with the option of working full days across 4 days a week or adjusting to school hours over a 5-day schedule.

Key Responsibilities:

This pivotal role involves ensuring accurate end-to-end weekly and monthly payroll processing aligned with EBA, Awards, and Employment Contracts. You will collaborate closely with stakeholders to interpret awards, manage payroll records, and ensure compliance with regulatory requirements. Reporting to the Payroll Manager your primary duties will include:

- Accurate end-to-end payroll processing and record maintenance.
- Interpretation and application of Awards and EBAs.
- Collaborate with business stakeholders on Biotime compliance, scheduling, and timesheet approvals.
- Reconcile and balance pay runs, ensuring accuracy and compliance with procedures.
- Manage leave applications and maintain filing processes in Chris21/Biotimes.
- Assist with international payroll processing as directed.
- Support End of Month (EOM) tasks, including Payroll Tax and Superannuation processing.
- Contribute to End of Financial Year (EOFY) payroll processes.
- Calculate and reconcile Long Service Leave (LSL) payments across multiple states.
- Compute WorkCover wages and handle reimbursements.
- Stay updated on legislative requirements and ensure payroll compliance.
- Collaborate with cross-functional teams (P&C, Finance) to optimize payroll processes and foster a positive work environment.
- Identify opportunities for process improvement, automation, standardization, and simplification within the payroll function.
- Generate ad-hoc reports and support audits as required.

About you:

- 5+ years of payroll processing experience in a medium to large organisation.
- Experience with Chris21 or similar payroll systems is advantageous.
- Strong analytical and problem-solving skills, with attention to detail.
- Ability to handle multiple tasks under pressure and meet strict deadlines.

- Knowledge of WorkCover legislation, NES, and other relevant employment laws.
- Demonstrates confidentiality, tact, and professionalism in handling payroll matters.

Australian Vintage Benefits:

We're proud to offer a strong benefits package that we know can make a big difference to work life and life outside of work.

- Primary carer parental leave offering 26 weeks paid leave
- Loyalty leave
- 'Work anywhere' for up to two weeks annually
- Birthday leave
- Volunteer days
- Further education and study support
- Flexible working
- Mental health and wellbeing training and support
- Annual product allowance
- Options to purchase additional annual leave
- Sabbaticals and career breaks
- Continuation of superannuation while on paid and unpaid parental leave

To apply please [Click Here](#)

To learn more about Australian Vintage, please visit our website at: <https://www.australianvintage.com.au/>