



PAYROLL OFFICER (Sydney based, part time- 2 days per week for 2 weeks and 3 days per week for 2 weeks during the month)

New Forests is a real assets investment manager offering leading edge strategies in forestry, land management, and conservation. Our business mission is to manage sustainable landscapes for production and conservation and to generate shared value for our clients and the communities where we operate. Founded in 2005, we offer institutional investors dedicated investment strategies in the United States, Australia-New Zealand, and Southeast Asia and have almost AUD 5 billion in assets under management. Our assets include sustainable timber plantations, rural land, infrastructure, and conservation investments related to ecosystem restoration and protection. New Forests is headquartered in Sydney, Australia, with offices in San Francisco, Singapore, New Zealand and Melbourne.

New Forests is offering a great opportunity for a suitably experienced candidate to undertake the role of Payroll Officer. The payroll officer is responsible for managing the payroll function for the Australian, New Zealand, US & Singaporean businesses, including relevant accounting, tax and internal/external reporting requirements.

Reporting to our Corporate Accountant, the Key responsibilities will include:

Payroll

- Prepare payroll (including data entry, monthly variations, leave and overtime approvals) for processing by third party payroll providers, and submit for approval, on a fortnightly and monthly basis; Manage off cycle payroll adjustments with providers including termination of employment calculations & processing
- Liaise with Human Resources regarding: new employees, employment contract changes and exiting employees, ensuring required payroll changes are processed correctly and on time
- Respond to payroll enquiries from all stakeholders in a timely and professional manner
- Liaise with Accounts Payable regarding funding requirements for payroll processing
- Review payroll provider invoices to ensure consistency with services used each month

Accounting & Tax

- Calculate payroll tax (monthly), lodge payments and undertake year end reconciliation
- Process all journal entries required for payroll in the New Forests' accounting system
- Undertake monthly Superannuation reconciliation
- Supervise and review year end production of W2(US) and IR21 (Singapore) with payroll providers
- Assist with year-end processing tasks, as required

Reporting & Analysis

- Prepare monthly analysis of leave (annual & sick, taken & outstanding); Undertake Long Service Leave monthly reconciliation & liaise with HR regarding taking of Long Service Leave
- Act as administrator for the Activ8 employee payroll record system

- Complete Workers Compensation annual requirements
- Prepare other month end HR & Finance reports, and liaise with Investor Services team regarding due diligence information requests, as required

We are looking for candidates with the following qualifications/experience:

- Advanced, end to end payroll processing experience
- Experience working with multiple remote locations (preferred)
- Intermediate Excel skills
- Sound data entry skills
- Excellent time management and organisational skills with the ability to prioritise effectively
- Excellent written and verbal communication skills (email and phone)
- An ability to work independently and take ownership of role
- Ability to build strong relationships and work within a team environment
- Superior attention to detail
- Complete and utter discretion, confidentiality and trust is essential

What can we offer?

Our environment is busy and supportive, and the team is professional but relaxed. If you join us you would be joining a growing, fast paced business which is an environmental & sustainable leader in forestry investment. You will also be working with professionals who are passionate about their work!

To Apply

Please apply by sending a cover letter and resume explaining your interest in and qualifications for the position, in PDF format to careers@newforests.com.au

Applications for this role will close on 18 June 2019.

Phone calls will not be accepted

New Forests is an Equal Opportunity Employer.

