



Payroll Manager (Part time: 3 days per week)

Location: Sydney, Australia

Reporting to: Head of Corporate Accounting (matrix to Executive HR Director)

New Forests (www.newforests.com.au) seeks a motivated and suitably experienced Payroll Manager for this newly created position. In this role you will be responsible for managing the payroll function for the Australian, New Zealand, US, Kenyan & Singaporean businesses, including relevant accounting and tax requirements. You will also facilitate/undertake internal and external reporting.

New Forests is an investment management business offering leading edge strategies in forestry, land management, and conservation. We seek 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 Australia-New Zealand, the United States, and Southeast Asia and have more than AUD 6 billion in assets under management. We manage sustainable forestry assets, forest carbon projects, rural land, and timber processing infrastructure. New Forests is headquartered in Sydney with offices in San Francisco, Singapore, New Zealand, and Melbourne.

Specifically, you will be responsible for:

Payroll

- Reviewing and approving payroll (including data entry, monthly variations, leave and overtime approvals; hourly payroll for US office on a 2 weekly basis, under a delegated authority) for processing by third party payroll providers; Reviewing and approving off cycle payroll adjustments with providers; Reviewing payroll provider invoices
- Liaising with Human Resources regarding: new employees, employment contract changes and exiting employees
- Responding to escalated payroll enquiries from all stakeholders
- Supervising a small team.

Accounting & Tax

- Reviewing and approving payroll tax (monthly), and reviewing year end reconciliation
- Reviewing all journal entries required for payroll in the New Forests' accounting system
- Reviewing monthly Superannuation reconciliation; Reviewing and approving 401k submissions on a monthly basis and US health insurance variations
- Supervising and reviewing year end production of W2(US) and IR8 (Singapore) with payroll providers.

Reporting & Analysis

- Reviewing monthly analysis of leave (annual & sick, taken & outstanding); reviewing Long Service Leave monthly reconciliation
- Reviewing monthly HR report

- Acting as administrator for the Activ8 employee payroll record system
- Completing Workers Compensation annual requirements
- Reviewing other month end HR & Finance reports, as required
- Liaising with Investor Services team regarding due diligence information requests.

We are looking for candidates with:

- A breadth and depth of payroll experience (10 years+ as a Payroll Manager)
- Knowledge of/experience with: ANZ, US & SGP payroll & reporting requirements across global locations, including:
 - SGP IR8, CPF contributions, childcare leave and paid Government parental leave
 - US 401k, W2, W4 and parental leave requirements
 - NZ leave loading and Kiwisaver obligations
 - Australian payroll
 - Kenyan payroll (ideal)
- Advanced end to end payroll processing experience, experience managing an outsourced payroll provider and ability and interest to learn and keep updated on payroll & reporting changes i.e. Kenyan payroll requirements
- Knowledge of best practice payroll governance, highly valued; Ability to identify and initiate opportunities for growth, change and innovation
- Intermediate Excel skills
- Excellent time management and organisational skills, with the ability to prioritise effectively
- Superior written and verbal communication skills (email and phone)
- Ability to build strong relationships and work within a team environment; strong stakeholder management skills
- Team management experience
- A demonstrated interest in/knowledge of sustainability
- Multi-task focus, with a capability to manage a number of competing tasks and objectives
- A positive, can do attitude
- Responsive and professional outlook and desire and commitment to assisting people
- Superior attention to detail
- Complete and utter discretion, confidentiality and trust
- Ability to work independently and take ownership of role.

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 that is an environmental and sustainable leader in forestry investment. You will also be working with professionals who are passionate about their work!

To apply, please provide your resume and cover letter, explaining your interest and qualifications for the position, in PDF format, to careers@newforests.com.au.

Phone calls will not be accepted.

New Forests is an Equal Opportunity Employer that values diversity and inclusion. We offer flexible working arrangements to all employees to support their work/life balance. We are also a Certified B Corp.