



## **PAYROLL OFFICER (PART-TIME). CAIRNS, AUSTRALIA**

### **Welcome aboard!**

### **Who We Are**

SmartLynx Australia (formerly Skytrans), an Australian passenger airline and part of Avia Solutions Group, operates 13 regional aircraft specialising in Regular Public Transport (RPT), charter, and ACMI (Aircraft, Crew, Maintenance, Insurance) services across the Asia-Pacific. As the Group's first ACMI provider in Australia, SmartLynx Australia is supported by the world's largest ACMI fleet of 221 aircraft and 14,000 aviation professionals worldwide.

### **About the Role**

We are seeking a detail-oriented and reliable Payroll Officer to join our Finance team on a part-time basis (3 days a week).

Reporting to the Finance Officer, this role is responsible for administering the payroll function, including processing wages, allowances, and superannuation, while ensuring compliance with all relevant legislation, awards, and company policies. The Payroll Officer will work closely with the People & Culture department and other internal stakeholders to ensure the accurate and timely delivery of payroll services.

### **Key Responsibilities**

- Process end-to-end fortnightly payroll, including new hires, terminations, timesheets, allowances, leave, and superannuation.
- Maintain accurate payroll records and ensure compliance with relevant legislation and employment agreements.
- Prepare payroll reports and reconciliations for management and compliance purposes.
- Coordinate pay deductions, superannuation, and other statutory obligations.
- Collaborate with the People & Culture team and assist in payroll budgeting and forecasting

### **What You Need to Succeed**

- Previous experience managing payroll for a medium to large organisation (50+ employees).
- Strong understanding of Fair Work, NES, Modern Awards, and ATO requirements.
- Proficiency in Microsoft Excel; experience with Employment Hero is an advantage.
- High attention to detail, accuracy, and confidentiality.
- Ability to work well under pressure and meet tight deadlines with professionalism and composure.
- Excellent communication, time management, and teamwork skills.

## **How to Apply**

If you have a passion for accuracy, compliance, and supporting a growing airline, we want to hear from you! Submit your resume and cover letter to join a team dedicated to supporting SmartLynx Australia's continued growth and operational excellence.

Please note: Due to the volume of applications received, only shortlisted candidates will be contacted. Applicants must have the right to work in Australia and successfully pass pre-employment and continuing medical, drug, and alcohol pathology screening. SmartLynx Australia is committed to equal opportunity employment through fair recruitment practices.

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Queensland-based Australian airline, providing seasonal alternatives to Europe and empowering Avia Solutions Group's ACMI services in the Asia-Pacific.