



PAYROLL OFFICER. CAIRNS, AUSTRALIA

Welcome aboard!

Who We Are

Skytrans Australia is an Australian airline providing regional Regular Public Transport (RPT), ACMI (Aircraft, Crew, Maintenance, and Insurance), and Charter services, connecting communities across the country. The airline operates a fleet of 12 aircraft, including Dash 8 turboprops and Airbus A319 jets. Skytrans Australia is part of Avia Solutions Group, the world's largest ACMI provider, operating 142 aircraft across 6 continents and delivering a wide range of aviation services, supported by over 11,000 professionals across more than 250 subsidiaries worldwide.

About the Role

We are seeking a detail-oriented, reliable, and motivated Payroll Officer to join our Finance team on a part-time basis (hours to be discussed). This is a hybrid position offering flexibility while supporting a dynamic aviation environment.

Reporting to the Finance Officer, you will manage end-to-end payroll processing, including wages, allowances, and superannuation, while ensuring compliance with relevant legislation, awards, and company policies. Payroll is processed using Employment Hero, so demonstrated hands-on experience with the system is essential.

Key Responsibilities

- Process end-to-end fortnightly payroll, including new starters, terminations, timesheets, leave, allowances, and superannuation
- Maintain accurate payroll records in compliance with legislation, awards, and employment agreements
- Prepare payroll reports, reconciliations, and compliance documentation
- Manage pay deductions, superannuation contributions, and statutory obligations
- Review and improve payroll processes, including conducting audits and system checks
- Collaborate with the People & Culture team and other departments to resolve payroll queries and improve efficiencies

What You Need to Succeed

- Proven experience processing payroll for a medium to large organisation (50+ employees)
- Strong understanding of Fair Work, National Employment Standards (NES), Modern Awards, and ATO requirements
- Demonstrated expertise in Employment Hero payroll, with strong system and technical skills
- Exceptional attention to detail, accuracy, and ability to maintain confidentiality
- Ability to work under pressure and meet deadlines with professionalism

- A proactive, solution-focused mindset with a drive to improve processes
- Excellent communication, time management, and teamwork skills
- Strong interpersonal skills with the ability to build positive relationships across the business

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 Skytrans Australia's continued growth and operational excellence.

Please note: Due to the volume of applications, only shortlisted candidates will be contacted. Applicants must have the right to live and work in Australia and be able to successfully complete pre-employment and ongoing medical, drug and alcohol screening requirements. Skytrans Australia is an equal opportunity employer committed to inclusive and fair recruitment practices. We strive to provide a respectful and accessible recruitment process for all candidates. If you require any adjustments throughout the recruitment process, please let us know so we can support your application.

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