

# Payroll Officers, Payroll Services

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**Job Reference:** 2025-060 Multiple

**Work Area:** Payroll, Systems and Reporting, People Branch

**Location:** National Office, ACT

**Classification:** APS Level 4

**Salary Range:** \$76,626 – \$83,970 plus 15.4% superannuation

**Employment Type:** Ongoing/Non-ongoing, Full Time

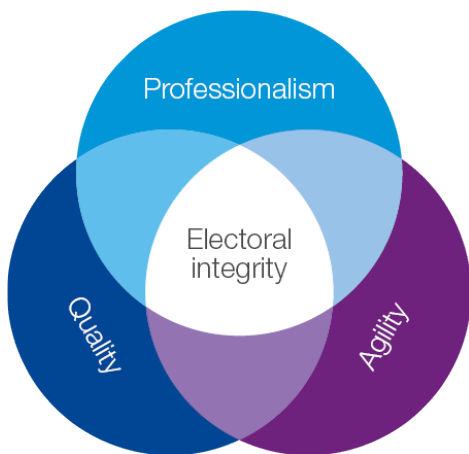
**Contact:** Steve Flarey, (02) 5137 2868

**Due Date:** Sunday 13 April, 11:59PM AEST

## The AEC

We run elections and referendums.

A federal election is one of the nation's largest, most complex and most scrutinised peacetime logistical events. It has tens of millions of moving parts and happens every three years or so on an unknown date. It takes a lot of detailed planning, and this work contributes positively to Australian democracy, culminating in landmark events in the national consciousness.



In between elections there can be by-elections and/or referendums, there will be industrial elections and ballots, we maintain the electoral roll, we help draw electoral boundaries, we ((administer the financial disclosure scheme and much more.

It's complex, challenging and rewarding – and the Australian Electoral Commission (AEC) is the independent statutory authority established by the Australian Federal Government to perform this crucial work.

Our strategic focus of electoral integrity is achieved through our values of *Quality, Agility and Professionalism*. *These aren't just words to us – we live these values in order to continue to deliver trusted electoral event results for Australian voters.*

## What we offer

We understand the importance of balancing your work and personal life. We help our employees with this through a range of flexible working options and ensuring a supported environment. To assist our people, the AEC provides a suite of comprehensive and holistic employee assistance and wellbeing programs.

We offer our people career development through a range of learning and development opportunities and a study assistance program.

We want our workforce to reflect the diversity of the Australian community. We have supportive diversity networks across the agency. We value the unique qualities, attributes, skills and experiences held by our people.

As an AEC employee you will have access to purchased leave, a paid Christmas/new year shutdown period, competitive pay and conditions including a generous 15.4% superannuation contribution, access to the Employee Assistance program for you and your family and free annual flu vaccination program.

## The Section

The People branch provides key enabling functions to the agency. The Payroll, Systems and Reporting section is responsible for the delivery of payroll services, HR Systems (Aurion) and Workforce Analytics and Reporting.

The payroll team is a dynamic and fast-paced team delivering key payroll functions that includes day-to-day payroll processing, salary and entitlement calculations, salary sacrifice and reporting obligations.

## The Opportunities

The AEC is seeking capable Payroll Officers with experience in payroll processing activities, preferably APS Payroll and using Aurion. The Payroll Officer role is an important part of the Payroll, Systems and Reporting Section. The position is part of a team that is responsible for processing the AEC's fortnightly payroll and associated processes.

### *Additional responsibilities during an Electoral Event*

The volume of requests for advice and matters, along with the urgency to resolve matters, will increase significantly prior to and during both electoral and referendum events.

### To excel you will:

- Exercise autonomy, administer the accurate and timely processing of the fortnightly payroll including employee pay variations, superannuation, employee movements, commencements and separations using Aurion.
- Ensure payroll checklists and procedures are followed in full.
- Complete allocated workloads and checking in designated timeframes as required within the team to ensure deadlines are met.
- Provide feedback to team members on checking performed.

- Provide feedback to the team leader on issues of time management, resources, and client escalations.
- Actively contribute to positive team relationships and provide assistance to other team members.
- Positively contribute to business improvement initiatives, implementation and review of systems, policies, and procedures.
- Demonstrate customer service excellence – resolve and address any payroll queries in an efficient and professional manner.

## Apply Now

### [Payroll Officers, Payroll Services - Vacancy Details – AEC Jobs](#)

The AEC is committed to creating a diverse environment and is proud to be an equal opportunity employer.

You will need to provide:

- an up-to-date resume (two pages maximum)
- a one-page pitch outlining how your skills, knowledge, experience, and qualifications make you the best person for this opportunity.

All applications for this role must be submitted through the AEC jobs portal link listed above prior to the closing date.

## RecruitAbility

This scheme aims to attract and develop applicants with disability and also facilitate cultural changes in selection panels and agency recruitment.

If you are a person living with disability and opt into the scheme; you are required to declare you have disability; and must meet the minimum requirements of this vacancy. Once these requirements are met, you are advanced to a further stage in the selection process. Merit remains the basis for engagement and promotion.

You do not need to provide further information about your disability.

For further information visit the [APSC website](#).

## Australian Citizenship

All positions in the AEC require employees to be Australian citizens and is a condition of engagement.

Information on Australian citizenship including how to obtain evidence of Australian citizenship is available from the [Department of Home Affairs](#).

## Politically Sensitive Position

It is an inherent requirement of employment at the AEC that employees must be, and must be seen to be, impartial and politically neutral. Any person who is active in political affairs or referendum

issues, may compromise the strict neutrality of the AEC and will be ineligible for employment with the AEC. This requirement is outlined in the AEC Enterprise Agreement and Political Neutrality Policy.

## Security Requirements

Some positions may require an applicant to gain and maintain a security clearance in addition to pre-employment screening.

This position requires candidates to obtain and hold a Baseline security clearance.

Pre employment screening includes a check on police records, identity checks and political neutrality checks. Assessments to uphold suitability form part of all positions at the AEC.

For more information, please see the [Personnel Security Policy](#) under the [Australian Government Protective Security Policy Framework](#).

## Merit Pool

Candidates deemed suitable but not offered a position may be placed in a merit pool for up to 18 months from the advertisement date. The AEC will retain any merit pool created from this vacancy for an initial period of 6 months to fill similar vacancies before making it available to other APS agencies.