



Now hiring

PAYROLL OFFICER



FULL TIME - APPLICATIONS ARE PROCESSED AS RECEIVED

Adventure awaits at NT Christian Schools!

NT Christian Schools is seeking a experienced Payroll Administrator to join our Human Resources team in Berrimah, supporting schools across the Northern Territory.

If you are skilled in payroll and familiar with enterprise software such as TechOne, this is your opportunity to play a vital role in ensuring accuracy and excellence. Our next Payroll Officer will be confident in processing payroll, producing organisational and employee data reports, auditing for accuracy, and supporting our school staff.

At NT Christian Schools, we value faith, integrity, and excellence. If you're ready to join an organisation where your work directly supports schools making a difference in the NT. Apply today, adventure awaits!

IMMEDIATE START OR AS NEGOTIATED

WHY WORK WITH US

- Six weeks annual leave
- 15 days personal leave
- 12% Super Contribution
- Long-Service Leave, pro-rata, after five years
- Tuition discounts for staff children*
- Salary Sacrificing and health care corporate rates*
- Relocation assistance*
- Ongoing professional development
- Additional paid maternity leave
- Access to staff wellbeing program
- The opportunity to work in a purpose-driven, faith-based organisation

*Conditions apply

APPLY NOW

 ntchristianschools.com.au

 humanresources@ntchristianschools.com.au

JOB DESCRIPTION

Applications are processed as they are received.

Job Title:	Human Resource Officer - Payroll
Job Type:	Fulltime 1.0FTE
Salary Classification:	AO4.1 – AO5.3
2025 Salary Range:	\$80,025 – 99,833 depending on qualifications and experience Plus, superannuation contribution of 12% of your annual salary
Annual Leave:	6 weeks
Location:	NT Christian Schools System Office
Reporting to:	HR & Payroll Manager
Year advertised	September 2025

Introduction

NT Christian Schools is a Christian organisation. It exists to advance the Christian religion through the provision of education and religious instruction. Accordingly, in furtherance of the religious ethos of NT Christian Schools all staff will be required to deliver or contribute to religious education, to lead or otherwise assist in the conduct of religious services and otherwise engage in religious practices and observances (including, but not limited to, leading prayers or devotions and sharing testimonies), either with fellow staff or students. As representatives of NT Christian Schools, it is a genuine occupational qualification of such roles that applicants hold and act consistently with the religious beliefs of NT Christian Schools, including as articulated in the Policies and Procedures of NT Christian Schools.

NT Christian Schools exists to provide a thoroughly Christian education and to give effective witness to the biblically based religious beliefs of the Company. As such, holding the religious beliefs of NT Christian Schools as articulated in the Policies and Procedures of NT Christian Schools is a genuine occupational qualification of this role.

You are expected to have a clear understanding of, and unqualified commitment to the biblical basis, including as articulated in the Policies and Procedures of NT Christian Schools, and to act both in the work place and in other contexts in ways that are consistent with those beliefs, in order to provide an authentic Christian witness.

This role is required to practice, deliver and contribute to religious education in a manner that is consistent with the Policies and Procedures of NT Christian Schools and to model a life consistent with those beliefs. As such, this role requires the highest commitment to the Lord, the Bible and to schooling from a distinctively Christian perspective, consistent with the Policies and Procedures of NT Christian Schools.

This will be evident in supporting the teaching of the Australian curriculum from a biblical worldview, participating in and leading staff devotions and leading student devotions and prayer time and

through the sharing of your personal testimony. In addition, staff offer a reflection of their own growing relationship with Christ, which is itself affirmed by living a life consistent with the teaching of the word of God. Accordingly, the modelling of an authentic Christian life is a core requirement of the position, reflecting the foundational contribution the position makes to the maintenance of the religious ethos of the school.

With a mutual commitment to God through Jesus Christ, staff members ought to serve and love one another as Christ loves them. This also means an acknowledgement that all people are fallible and need to be entirely reliant upon God. NT Christian Schools has expectations of mutual love, service, trust, acceptance, patience, forgiveness and support.

General Expectations

NT Christian Schools is a recognised school system and the System Office plays a key role in ensuring that teaching and learning and corporate services are all managed for our school system as efficiently and effectively as possible.

The relationship between our staff and students is nevertheless uppermost in our minds, as we endeavour to provide the best corporate services possible to allow that relationship to flourish and for school communities to live out our mission and values.

These responsibilities and duties are underpinned by expectations of generosity, openness, teamwork, effectiveness, efficiency, attention to detail, pleasant working relationships and maintenance of an effective, Christ-centred and safe work environment.

All employees for NT Christian Schools are to be committed to ensuring child safety, health and wellbeing practices are followed and upheld. These practices are embedded in NT Christian Schools policy and culture as guided under current legislation.

Parameters for this Position

The position of Human Resources Officer – Payroll is to provide support to the Human Resources and Payroll Manager. The Human Resources Officer – Payroll will be responsible for the, ongoing development and improvement, application and standard technical training of the Payroll System (Technology One) across all NT Christian Schools entities. The position will provide a diverse range of Human Resource and Payroll training and support functions to staff at all levels of skill and position within the implementation process of the Payroll System (Technology One). Due to the independence and problem solving required for this position the Human Resources Officer - Payroll will be expected to have significant discretion and judgment when applying knowledge and experience in legislative frameworks, acts, awards, and implications of policies and procedures for human resource management.

This role also includes general support as a Human Resources team member notably in the form of Industrial Relation functions as required and responsibility over the student data collections across our schools.

The applicant will be required to maintain a high level of confidentiality. The applicant will work closely with the Human Resource & Payroll Manager, Principals and Line Managers as well as employees of NT Christian Schools to ensure delivery of services are effective as possible. As well as working cohesively within the Human Resources department, they will be an invested member of the NT Christian Schools System Office team.

Key Duties and Responsibilities

- Responsibility in the ongoing development and improvement of Technology One Payroll, application and training.
- Exercise high level diagnostic skills on systems, analyse and report on data and processes.
- Responsibility in applying professional knowledge and deliver on all payroll related matters, i.e. processing payroll and superannuation, checking staff leave and time sheets, calculating and processing all salary adjustments including back-pays and authorised deductions, Single Touch Pay, FBT, and assisting in maintenance of all payroll data and reports preparation.
- Contribute effective solutions to administrative payroll issues, undertake research and provide advice to Human Resources and Payroll Manager as required.
- Ensuring the maintenance of all payroll data by the Payroll team. Ensure that quality customer service is provided particularly by processing the fortnightly payroll in a timely and accurate manner.
- Regularly review and ensure that practices and procedures in payroll comply with all statutory requirements and any applicable industrial awards.
- Responsibility in the annual census collections across all of NT Christian Schools as required under the *Australian Education Act 2013* for non-government schools.
- Ensuring data is collected and reported accurately and meets all government requirements and due dates. Providing information and support to Principals and School Admin staff as required. Working in collaboration with NT Christian Schools stakeholders in order to ensure best outcomes and funding for NT Christian Schools and our individual Schools.

Selection criteria

Essential:

- Demonstrate an active Christian Commitment, with the ability to reflect the Christian faith underpinning of NT Christian Schools in every aspects of operation.
- Prove an ability to effectively model Christian values as expressed in the Policies and Procedures of NT Christian Schools and to give an authentic witness to those values.
- Demonstrate or be willing to develop, the ability to draw upon the beliefs articulated in the Policies and Procedures of NT Christian Schools to prepare an environment and culture of biblical perspective enhancing significant outcomes for students.
- Have self-directed application of knowledge with substantial depth in Payroll with experience with Payroll systems e.g. Technology One.
- High degree of professionalism and judgement with the ability to maintain a high level of discretion and confidentiality.
- Advanced knowledge, skills and abilities with Microsoft Office software (Outlook, Word, Excel and Power Point), Adobe Acrobat, Teams and Zoom Meeting software.
- Ability to engage with and represent a complex and multi-faceted organisation.
- High level interpersonal language skills and accuracy in written and spoken communication; as well as a high level of numeracy skills and good general knowledge of accounting procedures.
- Capacity to be a constructive member of a cohesive team while showing initiative and reliability to work unsupervised.
- Hold appropriate experience and tertiary qualifications relevant to the position.

Desirable:

- Experience working in a school setting.
- Experience in Technology One, Compass,

Further Requirements:

- Must hold a valid Working with Children (Ochre) Card.
- Must have a valid NT police check within the last 12 months, or invoice of order for one.
- Must hold a current NT Driver Licence.