



**Position Title:** Accounts & Payroll Administrator

**Type of Employment:** Part-time, 15.2 – 22.8 hours per week

**Salary:** Hourly rate of \$33.82 – \$36.20

**Superannuation:** Per Superannuation Guarantee

**Reports to:** Finance Manager

**Location:** Negotiable – Kadina, Port Pirie, Port Lincoln, Roxby Downs or Port Augusta

**Special Conditions:** All Uni Hub staff are required to complete a Working With Children Check and National Police Check. A current drivers licence is also required. Requirement of role is supporting and working with people from diverse backgrounds.

**Duties:** The Accounts & Payroll Administrator will be responsible for:

- Maintain accrual financial records including account transaction documentation, financial authorisation processes, accounts payable, accounts receivable and bank reconciliations
- Process end-to-payroll end to end, including verify hours, follow up leave approvals
- Support Finance Manager in end of month processes, reporting and tracking performance against budgets
- Ensure compliance with relevant financial regulations and reporting requirements
- Undertake other finance-related tasks, as requested
- Represent Uni Hub in a positive and professional manner within the community
- Support the day-to-day operations of Hub, ensuring facilities provided for students are welcoming, safe, appropriate & fit for purpose.

**Attributes and qualifications:** This role will require a broad range of competencies including:

- Proven experience in financial administration
- Current payroll experience (e.g. workcover, superannuation & ATO matters)
- Knowledge of GST & basic accounting principles
- Knowledge of Xero accounting software (including Xero certification & Xero Payroll)
- Contribute positively and effectively within a small team environment.
- High level of autonomy, initiative and problem-solving skills.
- Strong competency in the use of office and information-related technology, including Microsoft Office and familiarity with online and web-based meeting options.
- Strong organisation, time management skills, and ability to meet deadlines
- A current driver's licence is essential.
- Working With Children Check

**PORT PIRIE - PORT AUGUSTA - KADINA - PORT LINCOLN - ROXBY DOWNS**

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**w.** [unihubsg.org](http://unihubsg.org)

## **Applications and Enquiries**

To express your interest in this role, please complete forward a current CV and cover letter highlighting your experience by email to: [finance@unihubsg.org](mailto:finance@unihubsg.org) by **5.00pm on Wednesday 7<sup>th</sup> January 2026**.

For further information about Uni Hub, please visit our website: [www.unihubsg.org](http://www.unihubsg.org). For queries about this position, please contact Emily Turci, Finance Manager [finance@unihubsg.org](mailto:finance@unihubsg.org).