



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

a. 97 Ellen Street PORT PIRIE SA 5540
p. 08 8656 9951 **e.** admin@unihubsg.org
w. 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 by **5.00pm on Wednesday 7th January 2026**.

For further information about Uni Hub, please visit our website: www.unihubsg.org. For queries about this position, please contact Emily Turci, Finance Manager finance@unihubsg.org.