

PAYROLL & ACCOUNTS SPECIALIST

Finance & Commercial

Objectives

- The Payroll & Accounts Specialist plays a critical role in the Finance team, primarily responsible for the preparation, verification, administration and processing of payroll, along with hands-on involvement in end-to-end accounts payable and receivable processes.
- This role ensures compliance with relevant legislation, policies, and procedures while supporting the Finance Business Partner and the broader Finance team in delivering accurate monthly and annual financial results.
- The Payroll & Accounts Specialist contributes to the continuous improvement of finance-related policies, procedures and best practice to enhance the level of financial support provided to the business.

Role Specific Accountabilities

Payroll Management:

- Liaise regularly with Marinus Link's managed payroll service provider, who are responsible for processing payroll to ensure all outputs are accurate and timely.
- Collaborate with the managed payroll service provider to prepare and process the fortnightly payroll for all employees, ensuring compliance with Industrial Awards, the Australian Taxation Office and other statutory requirements.
- Ensure all necessary documentation is received, verified for accuracy and completeness, prior to payroll processing.
- Complete all necessary reconciliations prior to submission.
- Accurately interpret and apply Industrial Awards and Agreements relevant to employee wages and salaries and ensure these are correctly applied by the managed payroll service provider.
- Work with the managed payroll service provider to perform calculations and reconciliations for employment terminations, ensuring all required documentation is obtained from the People & Culture team.
- Collaborate with the People & Culture team and Marinus Link's managed payroll service provider to calculate and process salary increases and other payroll adjustments, ensuring accurate documentation supports all payments.
- Provide timely and accurate advice to employees and managers on payroll matters and educate them on payroll procedures and practices.
- Responsible for end of financial year payment summaries and payroll reconciliations.
- Identify and recommend improvements to payroll systems, policies, and practices, working in conjunction with the managed payroll service provider to enhance efficiency and effectiveness.
- Ensure all payroll-related information is accurate, factual, and timely, adhering to relevant legislation and policies in coordination with the managed payroll service provider.

One Marinus Culture Charter



Our Purpose

Interconnect Australia's renewable energy for future generations



Our Mission

Deliver Marinus Link in a timely, efficient and sustainable way to ensure long term benefits for communities and consumers



Our Values

- ◇ Safety first and always
- ◇ Collaborating makes us stronger
- ◇ Empowering our people to thrive

Account's function including:

- End to end accounts payable, includes reviewing of purchases order's, process of invoices, reconciling and preparing payment runs, including Foreign Currency payments.
- Manage the accounts payable email inbox.
- Educate business areas on Accounts Payable and Accounts Receivable processes and procedures.
- Verify invoices, ensuring that transactions comply with organisational policies and procedures.
- Research and resolve invoice discrepancies and issues.
- Complete daily and monthly bank reconciliations.
- Ensure data integrity in financial reporting.
- Assist with credit card management, vehicle leasing expense and other accounts reconciliations.
- Support the wider Finance team.
- Any other duty or task as reasonably and lawfully directed by Marinus Link.

To be successful in this role

- Demonstrate the behaviours and values in alignment with the One Marinus Culture Charter.
- Previous experience in an end-to-end payroll related role.
- Previous experience in accounts payable and/or receivable would be advantageous.
- Relevant qualification in accounting or bookkeeping related disciplines.
- In-depth knowledge of payroll principles, regulations, and procedures, with the ability to interpret and apply the terms and conditions in awards and agreements.
- Proficiency with common accounting software; experience with Microsoft Dynamics 365 is highly desirable, along with intermediate MS Excel skills.
- A highly numerate analytical style that leads to actionable outcomes.
- Ability to identify problems and develop solutions that improve financial administration outcomes.
- Demonstrate the highest levels of confidentiality and probity with experience in handling confidential information with integrity and professionalism.
- Strong written and verbal communication skills, with the ability to produce clear reports and external communications.
- Adept at in working in a structured, self-directed manner to consistently meet tight deadlines across multiple priority areas.
- A commitment to building on, promoting and supporting workplace health, safety and wellbeing.
- Able to demonstrate the capacity to perform the inherent requirements of the role.

Reports to: Head of Finance

Direct reports: 0

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