



# POSITION DESCRIPTION

POSITION TITLE:

Payroll Assistant

ADVERT TITLE:

Payroll Assistant

LOCATION:

MALAYSIA

PHILIPPINES

VIETNAM

## ASW COMPANY OVERVIEW

ASW is creating the world's most talented international family through hiring and growing talent into long-term careers with Australian companies. ASW is a recruitment and talent specialist, that partners with Australian companies to help them build highly capable international teams. We enable Australian companies to meet their business goals by accessing and retaining premium talent in emerging markets and giving that talent the opportunity to grow, learn and develop. Together we embed international teams into respected Australian businesses, both functionally and culturally, to deliver enduring and transparent people solutions.

## THE OPPORTUNITY

Our partner is an accounting expert, 'Built by Founders to serve Founders' gives the power to take control of entrepreneurs' finances and gain clarity and confidence for startups, scaling companies, and established enterprises.

It's about turning bookkeeping and accounting into sophisticated finance for growth-obsessed entrepreneurs. It's the expertise to turn backward-looking reporting into the forward-looking insights, strategies, and planning that businesses need to grow. Ultimately, this company helps their clients make deliberate and confident financial decisions in their business.

Our client believes the people are at the core of the solution that they provide and in line with the team expansion, they are currently hiring for **Payroll Assistant** to be based in Manila, Philippines

## KEY RESPONSIBILITIES

- Assist in the preparations and analysis of financial statements and reports
- Manage all aspects of payroll processing, including verifying timekeeping records, processing employee deductions and contributions, onboarding, auditing, reconciliations, and terminations.
- Ensure that payroll is accurate and processed on time.
- Assist with Superannuation and ATO reporting
- Respond to clients regarding payroll inquiries and assist in identifying payroll errors/issues.
- Maintain accurate and up-to-date payroll records and prepare and distribute payroll reports as needed in the client's database/software



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## SKILLS, EXPERIENCE & QUALIFICATION

- Bachelor's Degree in any related field
- At least 2-3 years of working experience in supporting **Australian Payroll**
- **MUST** have experience using **Xero, Keypay**, and other payroll platforms
- Ability to handle data with confidentiality and meet the datelines
- Excellent communication skills, both verbal and written

## ASW OFFERS

- A diverse, inclusive, and supportive company culture.
- Competitive remuneration.
- Opportunity to collaborate and work with global clients and stakeholders.
- Medical benefits.
- Great Paid Leave entitlements.
- Team outings, travel opportunities, company parties/events, and other exciting activities.
- Exposure to an international environment, working with people across Malaysia, Vietnam, the Philippines, and Australia.
- Industry and role-related training.
- Ongoing career opportunities.