



CAREERS AT SUNRISE
CHRISTIAN SCHOOL

PAYROLL OFFICER

Permanent Part Time (0.6 FTE)
Commencing ASAP

The Opportunity

We are excited to announce that we have an amazing opportunity to join our expanding HR & Payroll team as a Payroll Officer. Whether you're a seasoned professional or just starting out on your career journey we encourage all applications. The Payroll Officer will be an essential team member in delivering excellent service to the stakeholders of Sunrise Christian Schools and Early Learning Centres. This position is part-time, working Monday to Wednesday across 48 weeks per year.

What we offer:

- Stunning workspace and ergonomic work environment
- Professional development opportunities
- Competitive salary plus superannuation
- Centrally located office with free onsite parking
- On-site amenities (e.g., complimentary quality coffee, tea & snacks)
- Employee Assistance Program for all staff
- Supportive team environment
- Salary packaging available
- Discount on school fees

About you:

No previous payroll experience is required for this role. We're looking for someone who is numerically literate, detail-oriented, and has strong administrative skills. All necessary training will be provided to ensure you're well-prepared to succeed in this position.

This role is ideal for a proactive individual who can work independently within a collaborative environment. You'll be working three days a week, specifically Monday to Wednesday (non-negotiable), with a flexible start date—ideally as soon as possible.

We are looking for someone who:

- Is a committed Christian who is active in church fellowship to join our vibrant Christian community.
- Has an outstanding attention to detail.
- Has the ability to demonstrate excellent verbal and written communication skills.
- Has a current Working With Children Check, have completed Responding to Risk of Harm, Abuse & Neglect in Education & Care (RRHAN-EC) training, National Police Check and Protective Practices training or be willing to complete these upon commencement.
- Strong verbal and written communication skills.
- Previous experience in payroll administration or related field preferred but not required.
- Ability to handle confidential information with integrity.

About Us

Sunrise Christian School was established in 1978 and is dedicated to educating children with wisdom and a strong foundation in God's teachings. We have six schools and five Early Learning Centres (ELCs) across South Australia and are a member of Christian Schools Australia (CSA). Our dedicated staff inspire future generations as social influencers and disciples of faith. They are committed to engaging, motivating, and empowering students in a holistic manner, promoting a lifelong love of learning. Working closely with parents, we strive to support each child's academic, social, and spiritual growth, empowering them to achieve their full potential.

Further information

You can contact our HR Team at careers@sunrise.sa.edu.au or by phone on 8465 6042.

How to apply

Please submit your resume and cover letter through the [Sunrise Careers](#) page. Applications will be assessed as they are received.

Join our dedicated team and make a positive impact within our Christian community. We look forward to receiving your application!