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PwC Careers

PricewaterhouseCoopers (PwC), Papua New Guinea's leading professional services firm invites you to apply for the following opportunity based in Port Moresby:

Payroll Associate

In our fast-paced environment, you are expected to adapt, take ownership and consistently deliver quality work that drives value for our clients and success as a team. As a Payroll Officer, you will use your knowledge and experience to operate end to end payroll processing, while also ensuring compliance with all relevant laws and regulations. Responsibilities will include but are not limited to:

- performing monthly and fortnightly payroll processing
- preparing input for payroll run including hours worked, adjustments, annual / sick and long service leave
- preparing salary and wages tax calculations for monthly payment
- facilitating monthly payments of superannuation
- following firm risk management and compliance procedures
- communicating confidently in a clear, concise and articulate manner to client queries.

This role also provides an opportunity to further develop your payroll technical capabilities, in a fun and professional environment. We're looking for someone who has a minimum of five years proven expertise in payroll administration and with strong knowledge of payroll systems and software. You will ideally hold a relevant tertiary qualification or an equivalent combination of education and work-related experience. Your strong relationship building skills, combined with your attention to detail and ability to manage your time and meet deadlines will see you hit the ground running.

PwC offers in return a competitive salary package, commensurate with experience, and a professional, supportive environment that inspires you to be your best.

How do I apply?

Submit your application now by emailing us your CV and relevant supporting documents to pg_humancapital@pwc.com using the subject line **EOI – Payroll Associate**.

Applications close Friday, 03 January 2025.