The BelRose Group

Employee Profile

Kim Charge

Payroll Lead

profile.

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Kim is an experienced and trusted payroll and finance professional with over 20 years of experience delivering high-quality payroll services across a range of sectors, including aged care, health, retail, construction, and media. She is known for her precision, reliability, and strong sense of accountability, with a consistent track record of managing complex payroll functions in both operational and strategic contexts.

With deep expertise in both small business and large-scale enterprise payroll, Kim is particularly well-versed in the intricacies of not-for-profit (NFP) payroll environments, including salary packaging and novated leasing. Her practical, hands-on approach is complemented by a high degree of discretion, adaptability, and a collaborative work style. Whether operating autonomously or as part of a broader finance or HR team,

Kim consistently delivers accurate, timely outcomes and maintains the highest standards of compliance and service.

ATTRIBUTES

√ Meticulous and efficient
√ Confidential and discreet
√ Collaborative and people-focused
√ Reliable and dependable
√ Strong time management
√ Values driven
√ Team player

SKILLS & EXPERIENCE

√ End-to-end payroll expertise across small and large organisations, including NFPs with salary packaging and novated leasing
√ Skilled in multi-site payrolls, award interpretation, and leave entitlements
√ Experienced in superannuation, payroll tax, audits, and month-end reconciliations
√ Advanced in Microsoft Excel
√ Strong attention to detail
√ Scribing
√ Proficient in drafting employment contracts and interpreting awards
√ Excellent customer service and stakeholder engagement skills
√ Sound understanding of Fair Work compliance and Centrelink reporting
√ Confident in system setup, transitions, and payroll implementations
√ Proficient in QuickBooks, ADP, Employment Hero, MicroPay, Roubler, Pronto, SAP, MYOB, Xero, Sybiz, and Great Plains

The BelRose Group
Strategy and People & Culture Specialists