

Beyond Zero Emissions



Volunteer Position Description

Volunteer Role	Employment Hero / Xero Specialist
Purpose	<p>We are seeking a skilled volunteer to support the set up and use of Employment Hero and Xero for Beyond Zero Emissions.</p> <p>We are currently using Xero and have implemented Employment Hero - we're looking for a skilled volunteer who will utilise their existing expertise and experience to help us take the next step of running our Xero payroll through Employment Hero, to improve our internal processes and help our staff to use Employment Hero for all aspects of HR.</p> <p>We believe your insights and proficiency with Employment Hero (and the accompanying Xero integration) will be instrumental in fortifying our HR capabilities, contributing significantly to the efficiency and cost effectiveness of our operations, helping us to focus our efforts on our core work in climate solutions. If you possess the requisite skills and are passionate about applying your knowledge of Employment Hero and Xero integration within the context of a highly impactful climate solutions think tank, we invite you to join us.</p>
Skills required	<p>You're an HR professional who has already implemented Employment Hero with the Xero integration in your workplace.</p> <p>This role requires existing HR / payroll knowledge and experience of using both Employment Hero and Xero.</p>
Supervision	Supervision and direction for this role is provided by the Head of Operations and the People & Culture Manager.
Training and support	An online induction will be provided before you begin this project, together with a volunteer handbook.
Location	This is a desk-based project that can be completed from anywhere in Australia - however if you're based in Melbourne, you're welcome to join us at our office in East Melbourne, next to Parliament House.
Time commitment	We expect the time commitment to be a total of up to 15 hours - this may flex up or down a little, depending on how straightforward the integration is. We will need to meet you online or in person during office hours (Melbourne) - we will arrange mutually convenient times with you for this purpose.
Equipment	You will require your own computer and wifi access.
Health and safety requirements for this role	This role requires extended computer use. BZE can provide advice on setting up an ergonomic workstation if required.
Applications / further information	Please contact Madeline Townsend / People & Culture Manager: volunteers@bze.org.au / 0404 828 903

