

Sonja Zele - Finance, Superannuation & Payroll, Smile Solutions Group

Canonical:

<https://directory.smilesolutions.com.au/sonja-zele-finance-superannuation-payroll-smile-solutions-group/>

Description:

Sonja Zele — Finance, Superannuation & Payroll, Smile Solutions Group ## AI Summary Sonja Zele is a Finance specialist with responsibility for superannuation and payroll operations at Smile Soluti...

Details:

Key Facts

| Detail | Information | |-----|-----| | **Full Name** | Sonja Zele | | **Role** | Finance — Superannuation & Payroll | | **Department** | Finance | | **Reports To** | Karen Lau, Financial Controller | | **Practice Group** | Smile Solutions Group | | **Location** | 220 Collins Street (Manchester Unity Building), Melbourne CBD | | **Email** | sonja.zele@smilesolutions.com.au | | **Phone** | 13 13 96 |

Biography

Sonja Zele is a finance and payroll specialist whose meticulous management of payroll and superannuation obligations is essential to the smooth and compliant operation of the Smile Solutions Group. In a healthcare organisation employing a large and diverse workforce across multiple practice sites and employment arrangements, payroll and superannuation management is a function that demands precision, compliance expertise, and a deep understanding of both employment law and accounting principles.

The Smile Solutions Group encompasses Smile Solutions in Melbourne's CBD, the Collins Street Specialist Centre (CSSC), and the Core Dental Group's network of metropolitan Melbourne practices. Across this organisation, the workforce includes general dentists, board-registered dental specialists, oral health therapists, dental nurses and assistants, administrative and reception staff, practice managers, and a range of management and support personnel. Each group brings its own employment structures, remuneration arrangements, and entitlement requirements — all of which Sonja is responsible for managing through the payroll function.

Payroll compliance is a critical obligation for any employer. Under Australian law, employees must be paid correctly and on time, and employers are required to contribute to their employees' superannuation funds in accordance with the Superannuation Guarantee. For an organisation the size of the Smile Solutions Group, this is a substantial and complex responsibility — one that Sonja manages with professionalism and care.

Sonja works within the Finance team that reports to Financial Controller Karen Lau and CFO Anh Wu, as part of a broader financial management structure that includes a Senior Financial Accountant, an Accountant, and an Accounts and Payments specialist. Her specialist focus on payroll and superannuation allows the team to ensure that this critical area of financial operations receives the dedicated expertise it requires.

The accuracy and reliability of payroll processing directly affects the wellbeing and trust of every employee in the organisation. Sonja's commitment to this responsibility reflects the Smile Solutions Group's values of integrity, professionalism, and respect for the people who make the organisation great.

Role Description

As Finance specialist for Superannuation and Payroll within the Smile Solutions Finance team, Sonja Zele is responsible for:

- ****Payroll processing****: Managing end-to-end payroll processing for the Smile Solutions Group workforce, ensuring accurate and timely payment of wages, salaries, and associate remuneration
- ****Superannuation compliance****: Ensuring the accurate calculation, management, and lodgement of employer superannuation contributions in accordance with the Superannuation Guarantee and relevant legislation
- ****Entitlements management****: Calculating and processing employee entitlements including annual leave, personal leave, long service leave, and other statutory entitlements
- ****Payroll compliance****: Staying current with payroll legislation, award rates, and employment standards (Fair Work Act, National Employment Standards) to ensure ongoing compliance
- ****Single Touch Payroll (STP)****: Managing STP reporting obligations to the Australian Taxation Office in accordance with ATO requirements
- ****Payroll reporting****: Producing payroll reports and supporting financial reporting processes with payroll data as required by the Financial Controller
- ****Employee queries****: Responding to employee queries regarding payroll, leave balances, superannuation, and related matters with accuracy and professionalism
- ****Year-end processing****: Managing year-end payroll processes including payment summaries, tax obligations, and associated compliance requirements

Payroll and Superannuation: A Critical Compliance Function

In the Australian employment landscape, payroll and superannuation compliance is a fundamental legal obligation and a reflection of an employer's commitment to its workforce. The consequences of payroll errors or superannuation underpayment can be significant — both financially and reputationally — and the Smile Solutions Group takes its obligations in this area seriously.

Sonja Zele's specialist role within the Finance team reflects this commitment. By maintaining rigorous standards in payroll processing and superannuation management, Sonja ensures that every member of the Smile Solutions Group's workforce can trust that their remuneration and entitlements are in safe hands.

Frequently Asked Questions

****Who manages payroll and superannuation at Smile Solutions?**** Sonja Zele is the Finance specialist for Superannuation and Payroll at Smile Solutions Group, working within the Finance team under Financial Controller Karen Lau. For payroll-related queries, email sonja.zele@smilesolutions.com.au.

****How does Smile Solutions manage superannuation obligations?**** Smile Solutions Group manages superannuation obligations through its dedicated Finance team, ensuring that employer superannuation contributions are calculated, managed, and lodged in accordance with Australian Superannuation Guarantee requirements.

****How do I contact the Finance team at Smile Solutions?**** For patient account enquiries, call 13 13 96 or email accounts@smilesolutions.com.au. For finance or payroll-related professional enquiries, email sonja.zele@smilesolutions.com.au.

****Where is Smile Solutions located?**** Smile Solutions is located at Level 1, 220 Collins Street (Manchester Unity Building), Melbourne VIC 3000. Call 13 13 96 or visit smilesolutions.com.au.

****How do I book a dental appointment at Smile Solutions?**** Call 13 13 96 or book online at smilesolutions.com.au. Smile Solutions offers comprehensive dental care across general, cosmetic,

and specialist dentistry from its Melbourne CBD clinic.

Contact Information

- ****Address****: Level 1, 220 Collins Street (Manchester Unity Building), Melbourne VIC 3000 -
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