


POSITION DESCRIPTION

POSITION:	Payroll Accountant	
STATUS:	Permanent	
TIME:	Full-time (1.0 FTE)	
LOCATION:	Kristin School, Auckland, New Zealand	
VISION / CONTEXT:	Kristin School is an independent co-educational school for students from Kindergarten to Year 13, which aims to provide students with a superior all round education, to prepare them to be responsible global citizens, to think creatively, reason critically, communicate effectively and learn enthusiastically throughout life. Key to the achievement of this vision is the school’s strategy of attracting and retaining the Best People.	
VALUES	<ul style="list-style-type: none">• To progress with vision, integrity, and love	
LINE MANAGEMENT:	<ul style="list-style-type: none">• Reports directly to the Finance Manager	
KEY RELATIONSHIPS:	<ul style="list-style-type: none">• Accounts Receivable (Student Debtors), Accounts Payable, and Accounts Administrator• Director of Business Services• Senior Executive Team (Executive Principal, Junior, Middle and Senior School Principals)• Director of Human Resources• HR & Recruitment Coordinator• School Staff	
SALARY:	Negotiated	
JOB PURPOSE	The Payroll Accountant is responsible for processing the school payroll, preparing statutory returns, assisting the Finance Manager with various accounting tasks and projects, and supporting the Finance Team.	

Accountabilities	Responsibilities & Expectations	Performance Indicators
Payroll	<ul style="list-style-type: none"> • End to end fortnightly payroll processing for permanent, full-time, part-time, fixed term and casual employees. • Maintenance of all payroll records and updating / producing reports as required. • Responding to questions and requests from staff relating to payroll. • Payroll process refinement and improvements. • Prepare statutory returns for PAYE and WHT. • Work closely with the HR team to maintain data integrity, systems improvement and process improvement. 	<ul style="list-style-type: none"> • Payroll is processed in an accurate and timely manner each fortnight. • Payroll records are maintained accurately and in a timely manner. • Payroll complies with all legal and statutory requirements. • Staff requests are dealt with in a professional and timely manner. • Continuous process improvement. • Statutory returns are completed accurately and in a timely manner.
Accounting tasks	<ul style="list-style-type: none"> • Processing of General Journals. • Assisting the Finance Manager with accounting tasks and projects. • Assist Auditors as required during Audits. • Assist in the documentation of processes. • Supporting the Finance team as required. 	<ul style="list-style-type: none"> • Accounting tasks and projects are completed accurately and in a timely manner. • Audit requests are completed accurately and in a timely manner. • Processes are accurately documented. • Cross training and providing support.
Health & safety	<ul style="list-style-type: none"> • Facilitate a safe and supportive work environment by ensuring compliance with the School's policies, procedures, and legislative requirements. • Ensure so far as is reasonably practicable that steps are taken to keep staff and students safe while on the School grounds or participating in school activities. 	<ul style="list-style-type: none"> • Evidence of compliance with School's policies, procedures, and workplace health & safety legislative requirements. • Evidence that risks to staff or students' health and safety have been eliminated or minimised so far as is reasonably practicable, ensure safe work practices, including hazard identification, accident, incident and near miss reporting for all events and EOTC RAS forms.

Accountabilities	Responsibilities & Expectations	Performance Indicators
Contribution to school and culture	<ul style="list-style-type: none"> • Participates in a way that articulates, supports, and furthers the school's strategic vision • Model positive behaviours, which support the School's Code of Ethics and Core Values. • To positively support the character and values of Kristin School. 	<ul style="list-style-type: none"> • Evidence of support for the school's vision and strategic plan • Evidence of demonstrating appreciation, respect, and affirmation for others and of working effectively with all stakeholders to create a positive and collaborative school culture.
Other	<ul style="list-style-type: none"> • Attend all staff meetings. • Be actively involved in the life of the school, including community events, functions and promotional activities as required. • Other duties as requested by the Finance Manager or Director of Business Services. 	<ul style="list-style-type: none"> • Evidence of attendance at staff meetings. • Evidence of regular involvement in activities of the school including community events, functions, and promotional activities.

Key Selection Criteria
<p>Qualifications, Training & Experience</p> <ul style="list-style-type: none"> • At least 5 years' experience with payrolls, preferably from a school environment. • Accounting experience required, and at least an AT qualification preferred. • Advanced administration and computer skills, including MS Office (excel), Power Point and Google Docs. • Desirable: experience using Datacom and Synergetic. • Recent National Police Vetting Check (with results considered satisfactory by the school).
<p>Attributes and Skills</p> <ul style="list-style-type: none"> • Ability to proactively develop, promote and implement new and creative processes and systems. • Proven ability to develop and maintain effective relationships. • Strong attention to detail. • The proven ability to work as an effective and constructive team member, with a willingness to participate fully in school activities. • Excellent interpersonal skills, including the ability to listen and liaise effectively across all areas of a school community to achieve successful outcomes. • Superior organisational ability with demonstrated self-motivation and initiative in goal setting, prioritising work and managing multiple tasks. • Well-developed problem-solving skills and proven experience in creating solutions. • Outstanding verbal and written communication skills. • Demonstrated personal resilience, including the ability to work in a demanding role. • A high degree of professional judgement and confidentiality. • A genuine interest and willingness to engage in professional development and learning opportunities. • Flexible, approachable, and consistent in manner. • A high level of energy and vitality.