Wakatipu HIGH SCHOOL

PAYROLL/FINANCE OFFICER
Position Description

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Position:	Payroll/Finance Officer
Department:	Support Staff
Responsible To:	Director of Finance
Engagement Type:	Permanent, part time (25 hours per week)
Supervisory Responsibilities:	None
Purpose:	To support the Director of Finance in ensuring accurate and timely completion of Payroll and other finance tasks.

Tasks and Activities

The Payroll/Finance Officer is responsible for all Payroll activities within the school and works closely with the HR team to ensure changes are captured. In addition, they are responsible for preparing and submitting GST returns, maintaining the fixed asset schedule, insurance claims and other general finance duties.

- Payroll Management
  - Oversee the fortnightly payroll process ensuring all payroll transactions are processed efficiently
  - Resolving Payroll discrepancies
  - Maintaining payroll operations by following policies and procedures
  - Manage Banking staffing (staffing entitlement overuse)
  - Review and manage staff progressions and attestations
  - Journal wages transactions to the correct budget areas
  - Variance reporting and reconciliation for Payroll and Relief Staff budgets
- Asset Management
  - Oversee the Fixed Asset register to ensure it is accurate and up to date.
  - Work with departments to keep the Asset Register current
  - TELA lease journals and reconciliation (monthly and annually)
- GST
  - Return preparation and submission (bi-monthly)
- Budget
  - Budget Preparation Support
  - Support Staff payroll budgets
  - Capex budget
- Finance Support
  - Working with the Finance Assistant to provide support where required, including (but not limited to) journals, bank reconciliations and general ledger analysis
  - Full invoicing and receipting for International Department

- Other tasks as reasonably requested by Management

Competencies/Attributes

- Minimum of 2 years Payroll experience
- Accounts Receivable/Payable experience will be an advantage
- Experience dealing with confidential organisational information
- Excellent communication and interpersonal skills with stakeholders at all levels
- High competency with Excel & Accounting software
- Ability to make informed decisions independently
- Demonstrate a high level of attention to detail and accuracy
- Monitors own work to ensure quality
- Consults and acts within Delegation of Authority
- Adapts to changes in the work environment
- Manages competing demands calmly and maintains flow of information to stakeholders
- Keeps stakeholders informed and explains reasons for decisions or changes rationally and in an informative manner
- Maintains professional communication and uses appropriate communication channels appropriate to each situation
- Able to prioritise effectively and take account of various stakeholders' needs

Relationships

- Internal
    - Director of Finance
    - Business Manager
    - Cost Centre Managers
    - All staff
- External
    - Auditors
    - Parents
    - Suppliers