



Mount Albert Grammar School

Job Description

Payroll Officer

Responsible to:	Business Manager
Functional Relationships with:	Headmaster, Associate Principal, Senior Leadership Team, Headmasters PA, All staff
Hours of Work:	Term time, part-time. (20 hours a week minimum). Some availability in school holidays required
Purpose:	<p>To provide accurate and timely processing of non-teaching staff payroll</p> <p>To provide administration support to the recruitment process of new non-teaching staff</p>

Key Responsibilities:

- End-to-end processing of school payroll (fortnightly). Efficiently administer and process payroll through the Novopay system for non-teaching staff of the school
- Novopay
 - Ensure payments made to staff by Novopay are in accordance with the staff member's contractual and statutory entitlements
 - Liaise with staff and management in a timely manner on payroll related queries, changes to entitlements and changes to the Novopay system
 - Be proactive liaising with Novopay over staff concerns regarding their payments, and communicate errors, over-payments and entitlements to Novopay in a timely way ensuring any changes have been noted and actioned by Novopay
 - Be proactive in keeping up-to-date with any changes in the Novopay system
- Payroll administration
 - maintains and keeps up-to-date employee records and files
 - collection of employee information and timesheets
 - verifies and processes new, existing and terminating employee information
 - ensure Police Vets are up-to-date for Support Staff
 - assist the Headmaster in managing salaries and benefits

- Maintenance of payroll system
- Payroll reporting
 - meet internal and statutory obligations
 - calculation of leave entitlements
- Recruitment process
 - Assist with the writing of job descriptions and job advertisements for non-teaching positions
 - Assist with the listing of the non-teaching staff positions and short-listing applicants
 - Drawing up and drafting of contracts for non-teaching staff

Other Duties as required, including

- Other payroll and administrative duties as appropriate
- Provides back up for other administration staff

Competencies:

- Demonstrated payroll processing experience
- Excellent communication skills
- Attention to detail
- Numerical ability and accurate data entry skills
- Ability to work to deadlines
- Understanding of payroll legislation and processes

Key Performance Indicators

	Requirement	Evidence KPI has been met
1.	Master the Novopay system in relation to non-teaching staff	<ul style="list-style-type: none"> • you use your best efforts to ensure staff are paid without errors or delays • you use your best efforts to ensure staff are paid their correct entitlements • staff concerns are actioned quickly • there are minimal staff complaints about their payments
2.	To have a solid understanding of the employment agreements for staff, and their entitlements	<ul style="list-style-type: none"> • staff are paid their correct entitlements by Novopay because of accurate and timely information from the school
3.	Build positive relationships both internally and externally	<ul style="list-style-type: none"> • to have built a strong positive relationship with the Business/Finance Manager and Finance team • forging good relationships with the non-teaching staff in the school • maintain a good working relationship with external agencies, e.g. Novopay and Ministry of Education