

Position description

POSITION	Payroll Officer
Unit	Head Office, Khyber Pass Road, Grafton, Auckland
Background	<p>Northern Health School provides education to students whilst they are too unwell to attend their regular school. Teachers at Northern Health School teach in hospital settings both in wards and/or classrooms, and/or within the community supporting students with high health needs.</p> <p>The position of payroll clerk will provide support to Northern Health School HR Manager and other members of management team.</p> <p>Northern Health School payroll clerk will be accountable to the Board, principal, and management team of Northern Health School.</p>
Terms of employment	As stated in the Support Staff in Schools Collective Employment agreement which can be accessed from the Ministry of Education at www.minedu.govt.nz/goto/employmentagreements
Hours of work	40 hours per week. 52 week contract.
Responsible to	Principal and/or principal's nominee.
Functional relationships	HR manager, Business manager, principal; deputy principal; teachers; other support staff.

KEY TASKS

Experience in the following areas is essential along with a willingness to contribute to the general administrative function of the school:

- Ensuring all payroll transactions are processed efficiently
- Develop contracts and job descriptions for new staff and amend as needed those for existing staff
- Collecting, calculating, and entering data in order to maintain and update payroll information
- Checking fortnightly payroll reports and resolving any discrepancies
- Maintaining payroll operations by following policies and procedures
- Developing ad hoc financial and operational reporting as needed
- Alter tax status of employees where required
- Terminate employees that have resigned
- Previous experience with EdPay (NovoPay) preferred but not essential

PERSONAL ATTRIBUTES

As you will be dealing with internal and external personnel, you must be understanding and giving of quality service. Other attributes necessary for this position are

- able to maintain confidentiality
- being organised and efficient with eye for detail
- accurate database entry skills and record keeping
- flexible and adaptable
- enthusiastic and willing to establish, maintain and improve systems
- able to meet deadlines
- able to use a range of technologies
- able to communicate effectively, both verbal and written