



CHRIST'S COLLEGE CANTERBURY

PAYROLL OFFICER / ACCOUNTS CLERK

Position Description

Reports to: Chief Financial Officer (CFO)

Christ's College Canterbury ("CC") is an independent boys' school and a registered charity. The single legal entity is managed as two arms – the school operations ("School" or "College") and the investment operations ("Foundation").

Functional Relationships:

- All college employees
- Human Resources Manager
- Department line managers
- Payroll bureau
- Finance team

Primary Functions:

Ensure timely and accurate payroll processing and payment of wages, salaries, allowances and PAYE and RWT.

Financial reconciliations and collation and recharging of costs incurred on school activities (disbursements).

Key responsibilities:

- Work with supervisors on timely approval of timesheets
- Timely and accurate payroll processing and payment
- Co-ordination with payroll bureau
- Develop and run payroll reports
- Management of annual, sick, lieu and other leave
- Ensure compliance with PAYE, RWT and other payroll-related requirements
- Maintain employee master data including new starts and terminations, employee entitlements eg management units, allowances
- Handle employee payroll queries in a timely, efficient, confidential and helpful manner
- Generate regular reports including leave balances for review by the Human Resources Manager

- Refers inconsistencies to CFO for review
- Balance sheet reconciliations of all payroll-related accounts including payroll clearing and leave balances
- Reconciliation of non-payroll-related accounts as directed by the CFO
- Collation, recharging, reconciliation and management of disbursements
- Ability to handle payroll queries and follow-up

EXPECTATIONS OF APPOINTEE

Professional Attributes

- Excellent interpersonal and communication skills
- Work collaboratively with fellow team members and wider School staff
- Detail-focused
- Strong data integrity and management skills
- Strong knowledge of payroll legislation and its application
- Strong analytical skills
- Strong numerical aptitude
- Excel experience

Personal Attributes

- Discretion
- Intellectual rigour in maintaining privacy and confidentiality
- Empathy and sensitivity to others
- Ability to work independently and as part of a team
- An alignment of personal values with College virtues (refer appendix)

Other Duties

- Carry out additional financial administrative duties as required by the Chief Financial Officer and accounting team

COMPETENCIES:

Decision Quality

Makes good decisions based on a mixture of analysis, wisdom, experience and judgment; most solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions

Problem Solving

Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers

Motivating Others

Creates a climate in which people want to do their best; can motivate many kinds of team or project members; can assess each person's hot button and use it to get the best of them; pushes tasks and

decisions down; empowers others; invites input from each person and shares ownership and visibility; makes each individual feel his/her work is important; is someone people like working with

Conflict Management

Steps up to conflict, seeing them as opportunities; reads situations quickly; good at focused listening; can hammer out tough agreements and settle disputes equitably; can find common ground and get cooperation with minimum noise

Action Oriented

Enjoys working hard; is action-oriented and full of energy for the things they see as challenging; not fearful of acting with a minimum of planning; seizes more opportunities than others

Organising

Can marshal resources (people, funding, material, support) to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently; arranges information and files in a useful manner

Integrity and Trust

Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain

Excellent Communication

Writes and speaks clearly and succinctly in a variety of communication settings and styles; can communicate effectively

Self Motivated

Coordinates own work and achieves solutions while working alone. Does not require instructions or the monitoring of day-to-day activities; and delivers effective work

Influencing

Can constructively influence others who are not direct reports in the interests of improving outcomes of the entity.

Appendix – College Virtues

HONESTY

LEARNING

SPIRITUALITY

RESPECT

COMPASSION

STEWARDSHIP

JUSTICE