



Epsom Girls Grammar School

Values: Courage, compassion, curiosity, community

Person Specification

Position:	HR Payroll Manager Permanent Position - Full Time or Part Time by negotiation
Responsible to:	Deputy Principal - HR
Direct involvement with:	HR Team
Primary responsibility:	To provide accurate and timely processing of Payroll. To provide administration support to the recruitment process of new staff

Key Tasks:

- Manage the day-to-day HR Payroll responsibilities for the School
- End-to-end processing of School payroll (fortnightly)
- Efficiently administer and process payroll through EdPay (Ministry of Education Payroll platform) for teaching and non-teaching staff of the School
- Ensure payments made to staff by EdPay are in accordance with staff members' contractual and statutory entitlements
- Liaise with leadership and staff in a timely manner on payroll related queries, changes to entitlements and changes to the EdPay system
- Be proactive liaising with EdPay over staff concerns regarding their payments, and communicate errors, over-payments and entitlements to EdPay in a timely way ensuring any changes have been noted and actioned by EdPay
- Payroll administration - maintain and keep 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
- Maintenance of payroll system and payroll reporting - meet internal and statutory obligations - calculation of leave entitlements
- Work with the Deputy Principal - HR to maintain timely and consistent payroll processes and actions
- Communicate effectively with DP-HR, staff, EdPay and other entities
- Meet regularly to report to the DP-HR
- Ensure staff are contracted correctly through liaison with DPs/Principal's PA
- Ensure staff pay details are loaded correctly into payroll with Principal's PA
- Complete Salaries SUE coding and submit to finance (fortnightly)
- Complete Banking Staffing Projection (fortnightly) and manage MoE funded teachers' salaries budget
- Produce following year's staffing budget (with DP-HR and Business Manager)
- Monitor salaries budgets (with Business Manager/DP-HR)



The successful applicant should:

- Behave in an appropriate and professional manner in any dealings with staff and community
- Uphold EGGG Code of Conduct
- Demonstrate an understanding of, and commitment to Te Tiriti o Waitangi
- Understand and use restorative principles in all interactions with EGGG staff and stakeholders
- Be proactive in keeping up-to-date with any changes in the EdPay system
- Have good attention to detail
- Perform well under pressure
- Be able to maintain confidentiality
- Be a strong and confident communicator
- Maintain accuracy
- Possess numerical ability and accurate data entry skills
- Ability to work to deadlines
- Have an understanding of payroll legislation and processes