

POSITION DESCRIPTION – PAYROLL OFFICER

POSITION TITLE:	Payroll Officer
REPORTS TO:	Financial Controller
RESPONSIBLE FOR:	The timely and accurate processing and payment of all payrolls, including related deductions. Responsible for the timely and accurate processing of all payroll related transactions to the General Ledger and sub-ledgers, and the regular reconciliation of balance sheet accounts that receive payroll transactions. Also responsible for other financial processing and reconciliation tasks as required to support the Finance team.
KEY RELATIONSHIPS:	Internal: • Financial Controller • Accounts Payable Officer • Accounts Receivable Officer • Head of People & Business • HR Advisor • Business Office Manager • Executive Team, Heads of Departments and Managers • Teaching Staff • Support Staff External: • IRD & ACC • AMP & Southern Cross (Lifetime Benefits) • Datacom (payroll software provider) • BambooHR (HRIS)

CORE VALUES OF ST ANDREW'S COLLEGE:

St Andrew's College offers pre-school to Year 13 education which is:

- Independent.
- Co-educational.
- Christian in its ethos, derived from its Presbyterian foundation.
- Scottish in traditions.
- Focused on excellence, the love of learning and encouraging each student's highest personal achievement.
- Caring, supportive and stimulating.
- Attentive in its provision of opportunities for the development of the values and skills necessary to make a positive contribution to local and global communities.
- Able to offer boarding accommodation during the school year from Years 9–13.
- Inspirational and encouraging, by providing the appropriate support for each student to achieve their potential.

Values – principles in all we do.

VALUE	
Truth Pono	We seek knowledge and act with integrity.
Excellence Kairangi	We strive for our best.
Faith Wakapono	We step forward in confidence.
Creativity Auahatanga	We dare to imagine and make a difference.
Inclusivity Kanorau	We value diversity and embrace difference so we all belong.

DUTIES / KEY RESPONSIBILITIES:

The below statements are intended to describe the general nature and level of work to be performed within the role. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

1. Payroll

- Collating and processing of end-to-end payroll for teachers and support staff. There are two fortnightly payrolls with the teachers one week and the support staff payroll the alternate week, as well as a small monthly payroll. Total staff is approximately 320.
- Payrolls are processed using Datapay (payroll software provided by Datacom).
- Staff have various employment arrangements and are employed on either collective agreements or IEAs. The individual details are held in the HR system (BambooHR) which is synced with Datapay daily to ensure accuracy and alignment.
- Administer changes to employee conditions including rates of pay, work schedules, hours worked, etc.
- Upload payroll files to the IRD and respond to all payroll related correspondence from the IRD.
- PAYE and ACC payments are reconciled and paid when due.
- Superannuation, Medical Insurance, and other deductions are reconciled and paid monthly, as are the payroll General Ledger accounts.
- Work closely with HR colleagues to ensure employee payroll and employment data is accurate and well maintained.
- Support of staff in troubleshooting payroll related queries.
- Monitoring of the Payroll shared inbox to action and respond to queries.
- Provide payroll reporting to various areas of the College as required.
- Quarterly payroll stats reporting as required by Stats NZ.

2. General

- Respond to payroll related queries from staff, and from the Head of People and Business, Financial Controller, or HR Advisor.
- Role model the College values.
- Provide support to Accounts Payable and Accounts Receivable functions where appropriate.
- Undertake any other reasonable duties or tasks that may be required.

EXPERIENCE AND SKILLS:

1. A minimum of three years' previous experience working in a similar role.
2. Experience working in a complex payroll environment.
3. A good level of understanding of the payroll function and relevant New Zealand employment legislation.
4. A high level of computer skills, especially using payroll software, as well as being able to use Microsoft Excel, Word, Outlook, and Teams, etc.

PERSON SPECIFICATION:

1. Personal qualities of honesty, integrity, enthusiasm, and approachability.
2. Excellent communication skills – ability to communicate well verbally and in writing.
3. Excellent people skills – professional, friendly manner, a customer service focus.
4. The ability to problem-solve.
5. Able to work quickly and under pressure.
6. Organised, with strong numerical accuracy and a high attention to detail.
7. Maturity, with the ability to work calmly and positively across a range of situations.
8. A team player – collegial, works collaboratively.
9. Able to show initiative and suggest improvements.
10. Be supportive of the strengths of the school, with high levels of discretion and confidentiality.
11. Ability to work independently and autonomously.

Reviewed October 2026