

## Role Description: Accounts Assistant / Payroll Officer

Position Title	Accounts Assistant / Payroll Officer
Responsible To	Business Manager
Responsible For	-
Functional Relationships with:	Principal, Senior Leadership Team, All Staff All school staff, parent community and external stakeholders.
Hours/ Days Employed:	15 hours per week, 3 days per week (term time only)
	Hours are negotiable, with a minimum of 5 hours per day (includes a 30-minute unpaid lunch break)
Functional Delegations (Limits to Authority):	-
Terms and Conditions:	The conditions of employment (including remuneration) are as stated in the Support Staff in Schools Collective Agreement (SSSCA) dependent on experience

Key Performance Areas	Expected Outcomes and Performance Indicators
<b>Finance and Accounts Management / Systems</b> <ul style="list-style-type: none"> <li>Including Cash Handling and receipting</li> </ul>	<ul style="list-style-type: none"> <li>To manage the Kamar billing system, ensuring donations, activity fees and sports fees are charged and collected where appropriate.</li> <li>Process AP regularly and monitor student accounts</li> <li>To ensure that families are invoiced monthly in a timely manner and the follow up required.</li> <li>To ensure EOTC costing forms and letters are accurate before distribution to parents.</li> <li>Collect, count, and receipt all payments for the canteen, cash and eftpos transactions, and record in Xero daily</li> <li>Take cash banking to the bank on a regular basis (at least twice a week, or to have no more than 2 banking's on site)</li> <li>Collect mail from the Post Office regularly</li> <li>Booking and invoicing of school facilities as required</li> <li>Ensure that creditors are loaded into Xero on a periodic basis ready for payments on a weekly and monthly basis</li> <li>Ensures all creditor automatic payments, direct debit and internet banking account details are correct, entered financial package accurately and checked biannually</li> <li>To maintain a system of scrutinising, certifying and approving accounts so all expenditure is accurate, approved and is coded to the correct ledger.</li> <li>To assist with accurate, efficient, and timely financial reporting</li> <li>To ensure accounts receivable and payable are accurately recorded and data entries made appropriately</li> <li>To reconcile monthly creditor invoices to statements and prepare for payment <ul style="list-style-type: none"> <li>To prepare bank statements for reconciliation</li> <li>To assist with end of year accounts and financial audit</li> </ul> </li> <li>Reconcile accounts to statements and follow up any outstanding accounts</li> <li>To update debtors' management records and follow up as required / agreed.</li> <li>Follow up any outstanding debtors monthly</li> <li>To ensure the Finance Office is available for students to purchase items and make payments as required.</li> </ul>



	<ul style="list-style-type: none"> <li>Be aware of all policies and procedures in school docs that pertain to the finance requirements of Ministry of Education, Thames High School and Accounting Standards</li> </ul>
<b>Payroll</b>	<ul style="list-style-type: none"> <li>To maintain up-to-date knowledge of payroll systems</li> <li>Complete all Eday data transactions as required for the fortnightly pay cycles</li> <li>Have a complete understanding of all collective agreements as required to cover the staff at Thames High School (STCA, SSSCA, SCCCS)</li> <li>Be the main liaison with Eday</li> <li>Process all payroll transactions accurately and in a timely manner</li> <li>Check and correct fortnightly payroll reports</li> <li>Have an understanding of the Banking staffing report and assist in EOY/SOY reports.</li> <li>Keep payroll records confidential</li> </ul>
<b>Finance Administration</b>  <i>To provide support to the Business Manager and the School Receptionist, as required</i>	<b>Back up to the Business Manager</b>  Have a general understanding of processes and what is required during the year, if required to complete.  Priorities include General Ledger Monthly Reporting Basics of end of year reporting  <b>Assets (with the assistance of the Business Manager)</b> <ul style="list-style-type: none"> <li>Maintain the asset register tagging and ensure the annual stocktake is complete.</li> </ul>
<b>General Administration Support</b>	<ul style="list-style-type: none"> <li>Procedures manual - maintain detailed documents with relevant processes and procedures that meet the purpose of being able to cover for absence or back up roles as necessary.</li> <li>Maintain general understanding of other administrative jobs if required to assist</li> <li>First Aid where required</li> </ul>

<b>General</b>  <i>Expectations of all staff</i>	<ul style="list-style-type: none"> <li>Support the Vision, Mission, and Values of Thames High School / Te Kura Tuarua o Te Kauaeranga and adhere to its Procedures and Policies.</li> <li>Behave in a professional manner, and in accordance with the Staff Code of Conduct always, maintaining positive relationships and sharing responsibility for the health and safety of all members of the community.</li> <li>Positive professional relationships are maintained with all staff members and students.</li> <li>Participate as an active member of the Thames High School; this includes attending meetings as required, completion of the appraisal process as required and encouragement to be involved in the co-curricular life of the School.</li> <li>Confidentiality is respected and always maintained</li> <li>Other duties as requested by the Principal and Business Manager are undertaken</li> </ul>
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