



## JOB DESCRIPTION

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<b>POSITION:</b>	<b>Payroll Officer</b>
<b>REPORTS TO:</b>	Business Manager
<b>DEPARTMENT:</b>	Finance
<b>KEY RELATIONSHIPS:</b>	<ul style="list-style-type: none"><li>• Accountant</li><li>• Accounts Receivable &amp; Accounts Payable</li><li>• Business Managers Assistant</li></ul>

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Covenant Christian School was founded in 1978. It is a non-denominational Christian co-educational day school, with over 850 students from Preschool to Year 12. Covenant works in partnership primarily with Christian parents to be an extension of the Christian home, where God is honoured and served. All staff are committed Christians seeking to provide a nurturing and caring environment. Teachers provide an academically rigorous Christ-centred and biblically grounded school curriculum that engages the world we live in. Covenant provides a supportive community, where the welfare of students is of great importance.

**Vision:** To faithfully serve in God's plan to restore all things under the Lordship of Jesus Christ.

**Mission:** To assist parents in the nurture of their children, by providing a Christ-centred, biblically grounded, culturally engaging and academically rigorous education to equip the children to live for God's glory.

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### ROLE STATEMENT

The Payroll Officer is responsible for providing financial and administrative support to the Business Manager and the finance function of the school.

The Payroll Officer will report to the Business Manager, and will assist the school's Accountant in financial duties. The incumbent will also work closely with Accounts Payable and Receivable personnel.

The Payroll Officer will be privy to confidential information relating to the school's finances. It is therefore vital that the person be trustworthy, behave ethically, and ensure the confidentiality of all financial matters.



## KEY REQUIREMENTS

- Committed Christian of a reformed evangelical persuasion
- Qualifications and experience in Accounting/Payroll
- Strong communication skills, both written and verbal
- Proactive, with good organisational ability and attention to detail
- Computer literacy with a willingness and capacity to learn new programs and systems when needed
- Advanced MS Office (Excel and Word) skills
- Experience with Attaché software or similar
- Ability to work in a team and meet deadlines
- Ability to be discrete with confidential or sensitive information
- Good understanding of and commitment to Christian schooling
- Flexible and able to multitask.

## GENERAL DUTIES

- Maintain payroll files and employment records;
- Prepare and complete fortnightly payroll and associated functions;
- Calculate employment termination payments;
- Calculate and pay fortnightly PAYG amounts to the ATO;
- Calculate and pay superannuation funds on a monthly basis, including setting-up new and terminating employees, and reconciling superannuation reports;
- Prepare and complete end-of-year payroll functions;
- Maintain and calculate staff accruals and entitlements;
- Investigate and resolve queries by providing quality customer service, being courteous and professional at all times;
- Suggest methods of improvement and money-saving procedures;
- Other duties as required by the Business Manager or Accountant.

This role is for 3 days (15 hours) per week, for 42 weeks per year. The Payroll Officer may be asked to come in during school holidays, by negotiation.

Andrew Lowry  
Business Manager

6 November 2017