



Ascham School



Payroll Assistant Position Description

Payroll Assistant

Department: Finance

Reports to: Payroll Manager

Ascham is one of the world's leading girls' schools, and since its foundation in 1886 has educated girls who develop into confident, independent, compassionate young women. Ascham is an inclusive, day and boarding school for students in years P-12, within a warm, welcoming and collaborative environment.

Job Description

As the primary contact point for the Ascham Payroll team, the Payroll Assistant works closely with the Payroll Manager to support fortnightly payroll queries and processing for teaching and non-teaching employees of the school. The role is all year round, and responsible for preparing, processing, and verifying employee payroll and compensation data. This includes the onboarding, offboarding and cross-boarding of employees around the school. Key to the success of this position is the ability to ensure that Payroll queries are managed with high quality customer service, empathy and follow up, and in accordance with the Independent Schools NSW Co-operative Multi-Enterprise Agreements (CMEAs).

Core Job Role Accountabilities

- Assist with payroll processing for approximately 700 staff on a fortnightly cycle
- Manage staff queries via the payroll inbox or in person, with assistance from the Payroll Manager
- Deliver high-quality customer service to colleagues via MS Teams, email, phone, and in person
- Collaborate effectively with employees, line managers, and HR to ensure seamless payroll support
- Maintain accurate payroll records, including for new starters, exits and employment changes
- Regularly check and cross-check payroll records and calculations.
- Assist with the calculation, checking and processing of termination payments and payroll adjustments
- Work with industrial awards and agreements around overtime, shift allowances, leave and penalty rates
- Contribute to end-of-month and end-of-year payroll reconciliations and reporting
- Ad hoc tasks requested by the Payroll and Finance Managers.

Mandatory Requirements

- A foundational understanding of Australian payroll legislation
- Knowledge of and ability to interpret industrial awards in relation to overtime, shift allowances, leave and penalty rates
- Ability to handle sensitive payroll information with confidentiality and discretion
- Strong communication, interpersonal and collaboration skills
- Proven pro-activity skills and ability to problem-solve as required
- Ability to work both independently and as part of a team.
- Data entry skills with strong attention to detail and numerical accuracy
- Proficiency in Microsoft Excel, Word, and Outlook
- Proficiency in payroll software (preferably Micropay)
- Exposure to Time and Attendance software (preferably ConnX and/or Clipboard)
- A valid Working with Children clearance.
- A current First Aid and CPR certificate.

In addition to experience in schools (and especially in independent schools), experience with ELMO HRIS software would be well regarded.

Acknowledgment

I have reviewed this position description and understand the duties and responsibilities of the role.

Name	
Signature	
Date	