



# Ascham School



## Payroll Manager Position Description

# Payroll Manager

Department: Finance

Reports to: Director of Finance and Company Secretary

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.

We value staff who demonstrate a positive, proactive approach to their work and have a willingness to participate in the life of the school. We look for energetic, dedicated and capable staff who are full of ideas; embrace a fast-paced environment; and demonstrate initiative, empathy and professionalism to help the school achieve its strategic objectives.

## Job Description

Reporting to the Director of Finance and working closely with a part-time Payroll Assistant, the Payroll Manager is responsible for the accurate, timely and compliant delivery of all payroll operations across Ascham School. This includes overall accountability for end-to-end payroll processes; ensuring all employees are paid correctly and in accordance with relevant legislation, industrial awards and school policies; maintaining compliance with statutory obligations (including tax and superannuation); managing payroll reporting and audits; and continuously improving payroll practices.

Key to this role is the ability to provide leadership and oversight of payroll systems, processes and the payroll team; work closely with HR and Finance to ensure data integrity and effective payroll outcomes; and ensure stakeholder queries are managed with high quality customer service, follow-up and training.

## Duties and Responsibilities

- Manage end-to-end payroll processing for approximately 700 staff on a fortnightly cycle
- Provide leadership and coaching for the part-time Payroll Assistant
- Manage complex staff queries via the payroll inbox, in person, or escalated by the Payroll Assistant
- Provide accurate advice and quality customer service from initial enquiry to resolution
- Liaise with employees, Human Resources and management to resolve all payroll-related queries
- Understand and interpret industrial awards, agreements and contracts in relation to overtime, shift allowances, leave and penalty rates
- Calculate and process superannuation contributions, termination payments, leave entitlements (annual and long service), salary adjustments, and back pay around legislative / organisational requirements
- Administer statutory and contractual maternity and paternity pay schemes
- Produce end-of-month and end-of-year payroll reconciliations and reporting
- Manage year-end payroll compliance including preparing payment summaries for all employees
- Conduct regular system and employee audits to ensure integrity of data
- Assist with external audit requests
- Assist with the implementation and testing of payroll system upgrades, including the ELMO platform.
- Ad hoc tasks requested by the Director of Finance

## Mandatory requirements

- At least five years' end to end payroll experience (stand-alone role or second in charge for small team) and in managing full weekly, fortnightly or monthly pay cycles
- Ability to lead payroll operations while ensuring accuracy, compliance and timely delivery
- Ability to interpret complex industrial awards and relevant Australian payroll legislation
- Experience with complex payroll scenarios including terminations, back pay and leave calculations
- Demonstrated understanding of payroll processes and procedures e.g. tax and superannuation
- Proven experience leading or supervising payroll staff
- Strong communication, interpersonal and collaboration skills; and ability to explain payroll matters to others
- Strong stakeholder management skills and ability to liaise with internal HR and Finance teams, as well as external bodies such as the Australian Taxation Office (ATO) and auditors
- Ability to handle sensitive payroll information with confidentiality and discretion
- Ability to work under pressure and meet payroll deadlines
- Strong attention to detail, numerical accuracy and problem-solving skills
- Ability to perform data analysis and financial reporting insights to support decision making
- Proven process improvement and system optimisation skills
- Advanced skills in the use of Microsoft Office programs such as Excel, Word, and Outlook
- Proficiency with payroll systems and software (preferably Micropay Meridian)
- Exposure to Time and Attendance software (preferably ConnX and/or Clipboard)
- A valid Working with Children Clearance and current First Aid / CPR certificate.

## Desirable elements

- Experience in independent schools, and knowledge of the Independent Schools NSW Co-operative Multi-Enterprise Agreements for teaching and non-teaching employees (CMEAs)
- Familiarity with ELMO HRIS software
- Degree in Accounting, Finance, Business or HR and/or payroll or finance-related certifications.

### Acknowledgment

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

Name	
Signature	
Date	