



<b>Position Title</b>	<b>Payroll Manager</b>
<b>Reports to:</b>	Head of Finance
<b>Campus</b>	Cross Campus
<b>Blurb</b>	<p>The Payroll Manager is responsible for the end to end management of all payroll processes for the School and its related entities.</p> <p>Responsibilities will include:</p> <ul style="list-style-type: none"> <li>• Maintaining the payroll database within the School's administration system (currently Chris 21 and Synergetic)</li> <li>• Timely preparation of payroll reports, including monthly Superannuation contributions, PAYG, Annual Group Certificates, leave, FTE and headcount</li> <li>• Assist with monthly balance sheet reconciliations and monthly closings</li> <li>• Fortnightly verification of timesheets and preparation of pay checks</li> <li>• End to end management of staff files</li> <li>• Acting as a point of contact within the School for all payroll related queries and resolving payroll discrepancies</li> </ul>
<b>Requirements</b>	<p>The successful applicant must meet the following <b>Key Selection Criteria:</b></p> <ol style="list-style-type: none"> <li>1. Strong background in payroll and experience dealing with payroll related queries and matters</li> <li>2. Excellent organisational skills, planning capabilities, and the ability to balance the demands of competing projects</li> <li>3. Excellent communication and interpersonal skills to build relationships with key stakeholders</li> <li>4. Excellent experience using Chris 21 and advanced to intermediary excel skills and demonstrate implementation of Payroll system</li> </ol>



<b>Commencement Date</b>	October 2020
<b>Employment Status</b>	1.0 FTE
<b>Contract Specification</b>	Fixed Term Contract
<b>For more information or to submit a cv please contact</b>	<p><b><u>To apply, please provide:</u></b></p> <p><b>1.</b> A covering letter (no longer than 2 pages) which identifies:</p> <ul style="list-style-type: none"> <li>• Your suitability for the position</li> <li>• Particular qualities and skills you would bring to the School</li> <li>• And specifically addresses your ability to meet each of the <b>Key Selection Criteria</b></li> </ul> <p><b>2.</b> Full curriculum vitae, including:</p> <ul style="list-style-type: none"> <li>• Full name and contact details</li> <li>• Educational background</li> <li>• Relevant work history including achievements over and above what is expected in the position</li> <li>• Relevant skills and experience</li> <li>• Qualifications and relevant professional development courses</li> <li>• The names, addresses and telephone numbers of two recent referees who may be approached (after we have sought your permission), in confidence, in relation to your application</li> </ul> <p>Please forward applications to Sylvia Tossoun, Head of Finance at <a href="mailto:Jobs@yeshivahcentre.org">Jobs@yeshivahcentre.org</a></p>
<b>Detailed Role Description</b>	Please click here
<b>Applications Close</b>	8am, 12 <sup>th</sup> October, 2020