

# JOB DESCRIPTION

**Position Title:** Finance Officer – Payroll  
**Incumbent:** *To be appointed*  
**Responsible to:** Finance Services Manager  
**Date:** 8 December 2016

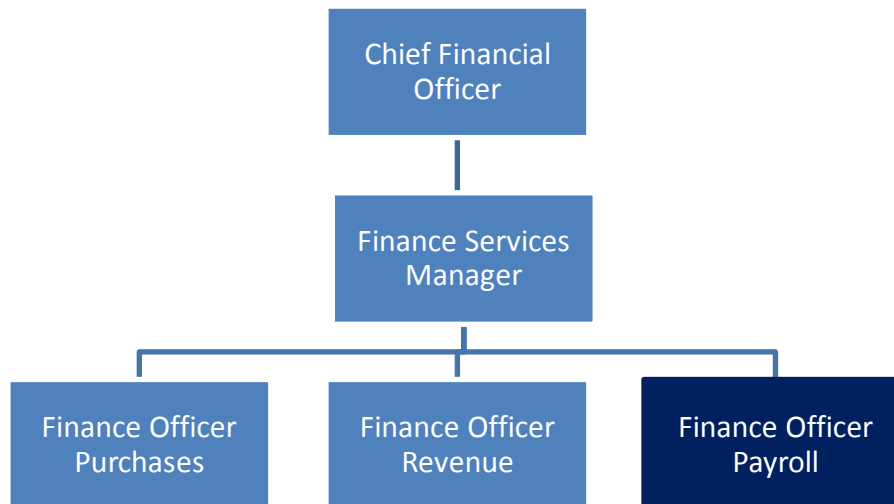
## **Purpose:**

The Finance Officer Payroll has specific responsibility for leading payroll services for the company.

The role provides back-up support to the Finance Officer Purchases (A/P) and Revenue (A/R) functions as well as a variety of general finance and administrative tasks in support of the wider finance and corporate teams.

The role provides primary reception duties, supported by other members of the finance team.

## **Organisational Structure:**



## Principal Accountabilities:

Accountability	Main Duties	Weighting
Payroll	<ul style="list-style-type: none"> <li>• Carry out the payroll function for the company accurately, including management of IMS Online electronic leave, in a timely fashion</li> <li>• Maintain staff records as required, working with the Office Manager to ensure that all records are up to date, and (where appropriate) are held confidentially</li> <li>• Refine and streamline processes as required</li> <li>• Undertake payroll reporting activities as required</li> </ul>	40%
Reception and Office Services	<ul style="list-style-type: none"> <li>• Provide first line reception (visitor and telephone) services; deal with enquiries and redirect queries as appropriate; receive and process payments</li> <li>• Organise and deliver mail and courier services</li> <li>• Manage procurement of stationery and other office supplies</li> <li>• Undertake day-to-day arrangements for office equipment and Port Services including printers and photocopiers, ensuring that consumable supplies are available as required; manage regular equipment servicing</li> <li>• Manage all meeting rooms and the kitchen / staff room, ensuring that rooms are clean and tidy, equipment is in good condition and is fully operational, and that consumables are stocked</li> <li>• Provide support and organising catering for board meetings and other functions</li> <li>• Daily data backup – tape swap &amp; storage</li> <li>• Ensure main printers are stocked with paper</li> </ul>	30%
Finance Team Support	<ul style="list-style-type: none"> <li>• Undertake specific tasks in support of other Finance Team roles, including but not limited to:               <ul style="list-style-type: none"> <li>– Receipting parking money and debtor payments; preparing and lodging banking</li> </ul> </li> <li>• Provide cover where practical for components of revenue and purchases roles (A/R and A/P) as required from time to time, including cover of leave</li> </ul>	25%
Ad Hoc	<ul style="list-style-type: none"> <li>• Participate in project teams as required</li> <li>• Comply with all Health and Safety policies, procedures and methodologies</li> <li>• Undertake any other tasks that may from time-to-time be required</li> </ul>	5%

## Competencies:

<p>Communication</p>	<ul style="list-style-type: none"> <li>• Open and direct – communicates in a clear, courteous manner</li> <li>• Actively listens - can accurately summarise what others have said about their points of view, feelings and needs</li> <li>• Uses questions to check whether others have understood, to gain new information from others, and to clarify own understanding</li> <li>• Shows in tone of voice, body language and manner, an empathy with others - is sensitive and responsive to others' feelings and needs</li> <li>• Changes approach if the other person does not understand, or if communication is breaking down</li> <li>• Reads and accurately interprets written policies, procedures and instructions</li> <li>• Has good business writing skills</li> <li>• Willingly answers questions and concerns raised by others</li> </ul>
<p>Attention to detail</p>	<ul style="list-style-type: none"> <li>• Is extremely thorough in all aspects of work</li> <li>• Ensures correctness in all detail of work</li> <li>• Has ability to focus on detailed work for sustained periods</li> <li>• Notices micro-details</li> <li>• Picks up on errors that others may have missed</li> <li>• Plans work thoroughly and accurately</li> </ul>
<p>Teamwork</p>	<ul style="list-style-type: none"> <li>• Is able to work effectively and co-operatively with others to achieve results or the wider team's goals</li> <li>• Actively commits to being part of a team</li> <li>• Proactively builds effective working relationships</li> <li>• Values and acknowledges others input and expertise</li> <li>• Is willing to learn from others</li> <li>• Obtains ideas and opinions to help form decisions or plans</li> </ul>
<p>Problem Solving</p>	<ul style="list-style-type: none"> <li>• Able to analyse a situation, draw conclusions and make recommendations.</li> <li>• Considers the risks to the organisation of the various courses of action being considered.</li> <li>• Willing to take measured risks to achieve important outcomes.</li> <li>• Finds creative and workable solutions to difficult problems.</li> <li>• Evaluates the results of problem solving efforts, and makes adjustments as required.</li> <li>• Displays good judgment - assesses priorities in relation to the big picture.</li> <li>• Builds on simple ideas to develop solutions that address a wider range of issues/needs.</li> <li>• Gathers as much relevant information as possible, exploring multiple options before making decisions.</li> <li>• Is observant - notices details and patterns of information that could easily be overlooked, but which are relevant to the problem being considered.</li> </ul>

Continuous Improvement	<ul style="list-style-type: none"> <li>• Considers how proposed changes in one process may impact on other processes</li> <li>• Finds information about how others operate and establishes best practice for the work team or business unit</li> <li>• Listens to and explores ideas suggested by others</li> <li>• Looks for ways to improve business unit processes</li> <li>• Generates ideas that lead to new opportunities or significant cost savings for the business unit or organisation</li> </ul>
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**Interactions:**

**Internal**

- Finance Team
- Other colleagues

**External**

- Outside suppliers
- Customers

**Skills, Qualifications and Experience:**

- A constructive, collaborative approach to working in a team
- Proven ability to maintain confidentiality; good judgement
- Proven experience (10 years) in a payroll and accounting functions.
- Flexibility and willingness to undertake varied responsibilities
- Demonstrated keyboard and data processing skills
- Familiarity with the Microsoft Office Suite; intermediate or above user of Microsoft Excel an advantage
- Familiarity and experience with advanced electronic finance systems, preferably TechnologyOne products or similar is an advantage
- Proven excellent internal and external customer service skills
- Good personal presentation; comfortable in dealing with people
- Excellent interpersonal skills