

JOB DESCRIPTION

Finance and Administration Support - Maternity Cover

POSITION TITLE:

Finance and Payroll Support - Maternity Cover

SERVICE AND LOCATION:

PSSC Administration, 12 Park Lane, Timaru.

HOURS OF WORK:

20 hours per week. Work pattern and hours to be agreed.

FIXED-TERM PERIOD: 12 months, providing maternity leave cover.

POSITION REQUIREMENTS:

This is a fixed-term maternity cover position for 12 months. The role requires sound payroll, accounts and administration knowledge to maintain accurate, timely and professional service delivery.

TASKS:

Payroll, Finance Administration and Accounts Support
Account Receivable, Accounts Payable and Front Desk Support
Microsoft Office Word, Excel and Outlook; payroll and accounting system processing

PRIMARY FUNCTION:

To provide accurate and timely fortnightly payroll processing and flexible support across the Finance & Administration team, including Accounts Receivable, Accounts Payable, front desk coverage and related administrative duties.

RESPONSIBLE TO:

Senior Accountant

PRIMARY OBJECTIVES OF THE POSITION

To provide accurate, confidential and timely payroll processing, together with professional finance administration and front desk support.

KEY TASKS AND PERFORMANCE STANDARDS

Key Tasks	Expected Outcomes
1. Payroll Processing	Process the fortnightly payroll accurately and within required deadlines. Check payroll inputs, approved timesheets, leave, allowances and deductions before processing. Maintain confidentiality and accurate payroll records, filing and supporting documentation. Respond promptly and professionally to routine payroll queries and escalate complex matters as required. Support payroll reconciliations, reporting and other payroll administration as assigned.
2. AR, AP and front desk Support	Assist with customer invoicing, receipting, statements and debtor account maintenance. Support debtor follow-up and communications with clients, families and financial representatives. Assist with supplier invoice processing, coding, approvals and payment preparation Provide practical support across Finance and Administration functions during leave, workload peaks and staff absences. Provide front desk and reception cover as rostered or required.
6. Health & Safety	Participate in Fire and Safety and other mandatory training. Be familiar with responsibilities under applicable health and safety requirements. Follow accident reporting and hazard identification procedures and help maintain a safe work environment.
7. Quality Programme	Actively participate in PSSC's Quality Programme and continuous improvement activities.
8. General	Undertake other reasonable duties as required by the Chief Executive Officer or Chief Financial Officer.