

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all employees, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title	Payroll Specialist & HR Administrator	Reference: May 2023
Function/Department	Human Resources	Location: AIS
Manager Title	Director of Human Resources	
Position Type	Permanent	
Position Status	Full Time	

Position Objective

- The primary function of the Human Recourses Department is to support the middle pillar of the Australian International School's strategic plan to invest in our people and be a great place to work.
- The position of the Payroll & HR Administrator is firstly to focus and process the payroll in its entirety, including managing all government and tax related requirements.
- Additionally, you will support the HR Business Partner team with all administrative duties including but not limited to:
 - Run and creat reports
 - Absence management (eDays)
 - Probations (tracking, preparing letters)
 - Employment visa renewals
 - Dealing with WICA claims
 - Statement of Employment letters (responding to requests, preparing letters)

Responsibilities

Payroll

- Partner with the School's payroll vendor when processing payroll each month.
- Payroll report preparation and maintenance.
- Maintain and update all other non-monetary information housed in the payroll system (e.g. Cost Centres etc.).
- Be the subject matter specialist (SME) when it comes to pay and tax related queries from employees.

Government claims and reports

- Process and monitor all claims for lifecycle events such as National Service, Maternity Leave, Paternity Leave, Childcare Leave, Skillsfuture enterprise credit and other available government grants etc.
- Respond to all government surveys (e.g. MOM Labour Survey Market, FWL and MOM GIRO reports).

Invoice processing

- Process relevant invoices from vendors who partner with the HR department (e.g. Payroll, Hotel, Shipment, Medical Insurance).

Leave Administration

- Process monthly reports required on Annual Leave utilisation.
- Conduct leave audit once every term.



Other annual reports

- Process and review IR8A reports.
- Process Annual Medical Insurance renewal.

Onboarding and Offboarding Support

- To ensure all joiners and leavers are recorded and accounted for in payroll, medical insurance enrolment (if necessary), work passes have been applied or cancelled.
- Process CPE teacher cessations as part of offboarding.
- Assign mandatory CognitaPeople trainings to employees (e.g. New Hire training pack)
- Monitor the preparation of P-files (soft copies).

HR administration

- Process and manage work pass renewal.
- Lead the department's archiving of files exercise during the school holidays.
- Respond and manage responses to applicant applying for positions (open or speculative).
- Any other HR administrative duties as they arise.
- Participation in annual letters/contracts preparation and issuance (Mail Merging Exercise)
- Ad-hoc changes to CognitaPeople (HRIS)

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position.

It is the job holder's responsibility to promote and safeguard the welfare of children and young people for whom they are responsible, or with whom they come into contact with and compliance with the relevant Cognita Safeguarding Child Protection Policy and Procedures should be adhered to at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the School's Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.

Position Requirements

- Extensive payroll knowledge essential.
- Good understanding of HR data including managing personal data, compensation, benefits and leave entitlements preferred.
- Experience with the Ministry of Manpower preferred.
- Excellent attention to detail and time management skills essential.
- Ability to work methodically preferred.
- Strong customer service ethos essential.
- Strong verbal and written communication skills essential.
- High degree of confidentiality and discretion essential.
- Intermediate level or above of Microsoft Excel is essential.

Qualifications

- HR knowledge and experience preferred but not essential.

Contacts

- All AIS employees
- Finance department
- Regional HR
- External payroll vendor
- Other vendors that partner with HR
- Ministry of Manpower and other local government agencies

Working Conditions

- Country role
- Individual contributor working as part of a HR team of five
- Fast paced work environment
- Prepared to work additional hours to meet demands of the job
- Office location within a school environment at Lorong Chuan

Terms of Employment

- Working Hours: **8:00 am – 5:00 pm, Monday to Friday**
- Annual Leave: **21 working days per annum**
- Medical Benefits: **Group Medical Insurance**
- Sick Leave/Hospitalisation Leave: **60 days hospitalisation leave including 14 days sick leave**
- Probation Period: **3 months from date of commencement**
- Reference Check: **Required**
- Background check: **Required**