



## JOB DESCRIPTION

**POSITION / JOB TITLE: Payroll and Human Resources Officer**

**COR CLASSIFICATION: SPECIALIST RESURSE UMANE - 242314**

**SCHOOL DIVISION: HUMAN RESOURCES OFFICE**

**REPORTS TO / SUPERVISED BY: HUMAN RESOURCES MANAGER**

### **SUMMARY OF THE JOB:**

The Payroll and HR officer support the mission and vision of the school by ensuring that the best internal practices and the accreditation standards are fulfilled in its area of competency.

The position is responsible for accurate representation of payments and benefits allocation according to the Director's decision and adequate documentation.

At all times acts following the provisions of the law and enforces labour law requirements in practice. Is responsible for day to day operations leading to payroll processing, like: Collection and scrutinizing of attendance, calculating the salary as per attendance, processing the payroll, statutory deductions and income tax calculations, prepare documents and performs legal procedures related to the labour agreements, keeping mandatory employment files and historical knowledge of past decisions, as well as implementing processes related to benefits and labour law compliance.

### **QUALIFICATIONS and PERSONAL REQUIREMENTS:**

#### **Education / Certification / Skills:**

- BA or higher in Human Resources Management or economics/accounting
- HR Labor legislation training/accreditation
- Effective verbal and listening communication skills
- Ability to use technology in day to day activity
- An understanding of relevant legislation, policies and procedures
- Numbers passionate and able to understand costs and financial speech;
- Process growth oriented mindset;
- Payroll or admin experience in your previous role(s);
- Strong excel skills;
- English – strong understanding level.

**DUTIES OF THE POSITION:****Primary areas of responsibility & accountability:**

- Produces and manages the proper documentation in relation to service and labor contracts (employment offers, contracts and other documents)
- Maintains accurate up to date Files for each Contractor and employee
- Runs Monthly Romanian Payroll according to Romanian labor law
- Reflects the contract benefits in the monthly payroll: retirement, leaving allowance, car allowance, substitutes;
- Reflects the contract obligation to the school in the monthly payroll: utilities, loans, unpaid leave, medical leave;
- Prepare the forms for local bank and send them via e- mail to the bank
- Applies Labor Legislation regulations
- Effective public relations
- Posting the monthly payrolls SAL in NAVISION
- Maintains the relations with the Local Authority, follows legal procedures for employment and contract termination

**Secondary areas of responsibility & accountability:**

- Manage the relationship with the Private Medical supplier, for labor medicine and preventive packages, including invoice management and monthly balance list checks
- Manage the relationship with the Private Retirement Fund supplier, including invoice management and monthly balance list checks
- Manage the relationship with the designated Bank for AISB operations
- Manage and update of the electronic databases recording:
  - the employee databases;
  - the personal days;
  - the sick days;
  - the annual leave (vacation)
- Draft and issue specific documents (statements) upon request from the employees/ Contractors
- Provide advice and recommendations on disciplinary actions
- Issues HR specific statements on a need requested basis
- Ensures Labour Law compliance processes
- Implements employee benefits as per the procedure
- Performs other related duties as required



**KEY TASKS / ACTIVITIES:**

- Employment/ Contracting Document Processing
- Collection of attendance / collation of attendance
- Scrutinizing the received attendance
- Calculating the salary as per the attendance
- Processing salary, statutory deductions and income tax calculations
- Maintain personnel management policies , procedure and benefits
- Assists the school’s auditors with the annual audit

**Additional Duties that are within the Employee’s areas of expertise and qualifications, and that are in furtherance of AISB’s Mission, may be assigned by the HR Manager.**

**TERM OF EMPLOYMENT & CONTRACT:**

- Full time, 1 year determined duration contract
- Administrative Salary scale Placement
- Locally Hired contract type

**Unlimited Term**

**-Or-**

**Limited Definite Term (Up To Three Years)**

**The Employee’s Performance Evaluation will be conducted annually by the above Supervisor.**

**Employee’s Signature:** \_\_\_\_\_

**School Director’s Signature:** \_\_\_\_\_