



JOB DESCRIPTION

HR and Payroll Officer

Job Title:	HR and Payroll Officer
Line Manager:	Head of HR

Purpose of Job

The Payroll & HR Officer's role is to support the Head of HR with the School's salary, tax and national insurance calculation and filing. They will work closely with HR and Finance to ensure tax & national insurance obligations are met. In addition the role holder will assist with other HR matters as required.

Duties and Responsibilities

Regular and Supply payroll organisation

- Monthly payroll instructions covering adjustments for flights, additional work/overtime, school fees, responsibility allowances etc.
- New and leaving staff, sick leave, changes in circumstances etc.
- School fees taxation schedule
- Inhabitants' tax schedules

Bank transfer processing

- Inputting regular and supply payment information into School payroll system

Shigaku Kyosai

- New and leaving staff, sick leave, circumstances changes (dependent, address, dependent's income), various allowance claims and benefits claims
- Savings – enrolment, withdrawal claims and payments, cancellation, leavers
- Standard remuneration reports (Apr-Jun and Sept-Nov)
- All other matters relating to shigaku kyosai including all data to payroll firm & shigaku kyosai, savings and loans

Inhabitants' tax

- All arrangements for deduction of inhabitants' tax, including leaving staff etc.
- Reporting to local authorities as required

Withholding income tax

- Monthly payment amount report to tax office

Maternity/Childcare leave benefits

- All arrangements with shigaku kyosai, Hello Work and city office

Tax filing and reporting

- Annual reports to tax office, city office as required

Labour and employment insurance

- Annual reports and payments to the Labour Standards Inspection Office

End of year tax adjustment

- Collection and checking of end-of-year tax data for all staff
- Tax returns for senior members of staff as required

Other

- Support for the other HR related matters, including but not limited to assistance with recruitment, visa applications, relocation, onboarding, accommodation, translation etc. as required
- Travel maybe required upon request

Requirements

Required Skills

- Extensive knowledge and experience in payroll preparation
- Knowledge of social insurance schemes
- Understanding of local tax regulations
- Basic accounting and/or bookkeeping skills

The following would be a plus:

- Experience with private school social insurance scheme (Shigaku Kyosai)
- Experience working abroad or for a foreign affiliated company in Japan
- Knowledge of human resources practices
- Knowledge of Labour Standards Law and practices

Person Specification

- Native spoken and written Japanese
- Good command of spoken and written English
- Expertise in the use of email and excel software
- Excellent organisational abilities
- Professional behaviour, including confidentiality
- Ability to develop and maintain positive working relationships with other team members and staff of all ages and nationalities
- Capabilities to work under time pressures whilst continuing to prioritise and perform effectively
- Calm, reassuring 'can do' approach
- Flexibility, enthusiasm and commitment in a work environment
- Self-starter with an ability to multi-task

Education is ever-changing and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.

If you are interested in an opportunity to work with us, please send your full resume by email to hr@harrowappi.jp. Please state the job title in the subject of your email. All applications will be treated with the strictest confidence. Only short-listed candidates will be notified.