

Payroll Assistant

General Description:

The Payroll Assistant is responsible for providing support to AAU employees and lecturers, shall ensure all work relationships and contracts are in accordance with the Law, shall be responsible for preparing the work contracts, payroll documents and other materials for the Financial department, administer personnel agenda and other documents related to work relationships, shall communicate with the work related institutions, such as Employment Office, Insurance companies, etc.

Payroll Assistant reports to Vice-President for Administration and Operations and Director for Finance and Budgeting.

Responsibilities:

1. To prepare work contracts, short-term contracts, salary decrees, and other documents related to employee relationship concerning pay and benefits, changes in employment contracts.
2. To answer employee's questions regarding salaries in connection with pay slips, policies etc.
3. To register and unregister AAU employees at health insurance companies. To ensure other activities related to AAU responsibilities to the health insurance companies
4. To register and unregister AAU employees at Prague Social Security Administration. To ensure other activities related to AAU responsibilities to this institution
5. Preparation and regular updating overview tables of lecturers and course that they teach every semester as data for payrolls.
6. To submit data to the Employment Office
7. Salary and personnel consultancy for foreign employees.
8. To administer personnel agenda and perform other administrative activities related to HR matters
9. Sick days support overview of all employees.
10. Employees working time administration in Fingera system and Work Sheets.
11. To keep records of AAU employees, to update the ISIS database of employees, lecturers and courses, to maintain and update personnel files
12. Administration of statements of pension insurance.
13. To maintain and update personnel files of the lecturers – their ranks, tracks, academic degree, etc (In cooperation with Academic Support Office)
14. To create overview of lecturers and courses, that needs to be updated every new semester
15. To create tables and graphs – statistics of lecturers, academic profiles, etc., that needs to be updated every new semester
16. To prepare payroll documents and supporting materials for payroll clerk to calculate payrolls
17. Knowledge of the Czech Employment Code and its changes
18. To take care of AAU employees in terms of their self development and motivation
19. In charge of training and development of AAU employees

20. To regularly plan trainings for AAU employees
21. To process and analyze Peer & Evaluation forms – to evaluate employees
22. To regularly update Job Descriptions and Job Requirements
23. To participate on selection procedures and interviews with prospective new employees; advertising positions for internal and external call; to advise which candidates should be selected for the second round of the process; communication with candidates.
24. To introduce newly hired employee to other AAU employees (in cooperation with other Managers / Directors)
25. To provide / arrange On-boarding & Introduction Training
26. To prepare support materials for budgetary purposes – number of lecturers, their salaries for the respective academic year
27. To inform AAU employees and lecturers about changes in Labor Code and other relevant acts. (e-mail / AAUNET)
28. To ensure services and processes related to Health and Safety Protection at work
29. To perform other administrative and organizational activities according to instructions of Vice-President for Administration and Operations and Director for Finance and Budgeting. or other person delegated by Vice-President for Administration and Operations and Director for Finance and Budgeting.

Profile:

- Excellent oral, written and interpersonal communication skills
- Czech and English language proficiency – at least level C1
- Strong/Detailed PC skills i.e. Microsoft Excel, Word, Power Point and MS Outlook
- Good overview of Czech Employment Code (Labor Code)
- Excellent interpersonal, written and oral communication skills
- High standards of ethics and confidentiality to handle sensitive information
- Ability to work with people from a variety of internationally diverse backgrounds
- Ability to effectively prioritize work flow
- Well-organized
- Responsibility and reliability
- Precision
- Salary 25.000 Kc/ month
- Part time/ Full time