



Payroll Administrator

Location	Thames and Remote	
Reports to	People & Capability Manager	
FTE	0.6FTE (24 hours a week flexible)	
Group	People & Capability / Corporate Services	
Direct Reports	Nil	
Financial Authority	Nil	
Functional Relationships	<i>Internal</i> All staff Finance	<i>External</i> Members of the public, Council's contractors, suppliers, consultants and elected members.

Our Council

As one of the largest employers on the Coromandel Peninsula, we are proud to be Thames-Coromandel District Council.

We aim to provide high quality, affordable services and facilities with excellent customer service. We maintain innovative leadership and empower our communities. We will strive to make the Coromandel Peninsula a desirable place to live, work and visit.

To achieve our vision we aim to attract, employ, and support people to be their best while being guided by our core values of **respect, integrity, innovation** and **teamwork**.

How you fit

The **Payroll Administrator** is part of the People & Capability team and is responsible and accountable for end-to-end delivery of payroll services for both staff and elected members, and for ensuring all documentation related to payroll is accurately filed and stored.

The position works closely with the People & Capability Coordinator who oversees and supports the payroll process as well as providing back up for the services.

Your responsibilities

Accountable for	Successful when
Payroll Delivery	<p>Payroll cycles are prepared and processed in an accurate, timely and efficient manner.</p> <p>Accurate and timely advice and information is provided to employees and elected members.</p> <p>Payroll processes and systems are legislatively compliant i.e. Holidays Act, Wages Protection Act, Employment Relations Act, Privacy Act, Remuneration Authority.</p> <p>Legal requirements are always maintained.</p> <p>Calculation of pay, tax, Kiwisaver, student loan deductions, MOJ/IRD deductions are accurate.</p> <p>Fortnightly payroll journals are reconciled, audited and submitted to Finance.</p> <p>In collaboration with the P & C Coordinator, support is provided for the following functions:</p> <ul style="list-style-type: none"> • Audit New Zealand bi-Annual audits are supported with relevant documentation and guidance provided as requested. • Developing ad-hoc financial and operational reporting as needed i.e. complaining summaries of earnings, taxes, deductions, leave accrual and non-taxable wages. • Resolving payroll discrepancies.
Excellence in provision of People & Capability Services	<p>Services are provided in a professional manner, always being constructive, responsive, and helpful, and ensuring confidentiality is maintained at all times.</p> <p>The 'information database' of P & C information is maintained and up to date; helping to ensure that payroll related information including policies, materials and files are kept up to date and relevant.</p>
Relationship Management	<p>Sound professional relationships are established and fostered and promote a culture of innovation with Council's key stakeholders.</p> <p>External relationships are professionally managed with clear communication on expectations</p>

Organisational Support	<p>Team Meetings are regularly attended ensuring knowledge and skills are shared, and other staff are supported.</p> <p>Procedures, information systems and policies are documented and complied with.</p> <p>Appropriate and agreed continuous professional development is undertaken.</p> <p>Civil Defence and Emergency Management training and activities are participated in.</p> <p>Other duties may be requested by the manager to support the business unit.</p>
Health, Safety & Wellbeing	<p>Council's documentation and procedures are understood and implemented to ensure risks to health and safety of those in the workplace are eliminated and/or controlled.</p> <p>All work-related hazards, incidents and accidents are accurately reported and any follow up corrective actions are implemented</p> <p>Support is provided, as required, to the Health & Safety Advisor to complete hazard assessment and reporting, and incident reporting and investigation</p> <p>Health and Safety training is regularly attended and certification, as required, is current</p> <p>Active worker participation and engagement in Council's health, safety and wellbeing practices and projects.</p>
Te Tiriti o Waitangi	<p>Demonstrate commitment to developing an understanding of Te Tiriti o Waitangi, building knowledge of Tikanga Maori.</p>

About you

Honesty, Enthusiasm, Accountability, Respect and Teamwork are considered core competencies for all staff.

A successful **Payroll Administrator** will need the following to succeed:

Education / Training	<p>Qualification in human resources or related field would be an advantage.</p> <p>In-depth knowledge and familiarity with payroll related legislation.</p> <p>An understanding of working in a small P & C (HR) team and/or the local government context and environment would be of benefit to this role.</p>
Skills & Experience	<p>Minimum 5 years' experience with payroll systems.</p>

Experience in providing administrative support in a team environment.

Understanding and experience in working with a HRIS/data system.

Experience working with employment legislation relating to payroll and recruitment.

Understanding and working knowledge of PAYE, Student Loans, ACC and GST.

Strong numerical aptitude.

Strong attention to detail.

Highly developed interpersonal and communication skills.

Solution focused, understands the need for key relationships, acts with honesty, transparency and empathy for people.

Innovative mind set, is an improvement focused team player that shows initiative and inspires commitment to achieve Council outcomes.
