



Position Description

SENIOR PAYROLL OFFICER

Department: Central Support
Team: Finance
Location: Te Korowai, Christchurch

Responsible to: Finance & IT Manager

Direct Reports: N/A

ROLE DESCRIPTION

Responsible for overseeing the processing of the company's payroll. Provide the accurate calculation of wages, tax withholdings, and company deductions. Ensures governmental reporting and compliance. Prepares statistical reports as requested.

Key Relationships	Purpose of interaction
Internal CEO Finance & IT Manager Area Managers General Manager Social Services Business Development Manager Quality & Risk Manager People & Culture Manager Kaiārahi Executive Assistant/Board Secretary All PSUSI staff	Liaison Direction, support, and communication for service delivery Communication, consultation, and support Liaison Liaison Policy and procedures legislation and compliance Communication and consultation with Employment Agreements and Employees Guidance with the obligations as a Treaty of Waitangi Partner Communication to provide information to the Board Customer service
External Inland Revenue Department ACC Statistics New Zealand Canterbury Employers' Chamber of Commerce	Legislative and policy requirements Employee reporting and obligations under the ACC contract

Ministry of Justice	Provide data and information for legislative purposes Liaison
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KEY ACCOUNTABILITIES AND EXPECTED PERFORMANCE OUTCOMES

Key Accountabilities	Expected Performance Outcomes
1. The responsibility for the collation and delivery of all payroll information, within the legislative requirements and employment agreements	<ul style="list-style-type: none"> • Manage the workflow to ensure all payroll transactions are resolved and any payroll discrepancies are dealt with within given timeframes • Accountable for achieving all payroll queries are responded to in a professional manner • Provide training and advice to Managers and employees regarding payroll matters • Maintain up to date documentation and accurate employment records for each employee including pay rates, leave entitlements and any relevant deductions including PAYE, ACC, and Kiwi saver • Calculate each individual employees' remuneration in accordance with the salary or timesheet, annual leave, or other leave entitlements • Maintain and monitor update payroll information and prepare and pay credit schedules • Maintain all payroll spreadsheets
2. To provide information as required by Government and other agencies	<ul style="list-style-type: none"> • Ensure that there is the provision of information for related earnings and adjustments for ACC claimants and ACC management reporting • Ensure ACC yearly reconciliation and returns are completed as required • Prepare compliance documentation with government regulations regularly filing IRD returns including electronic filing of PAYE returns and IRD payments • Provide on request data to Statistics New Zealand • Respond promptly to wages and salary surveys
3. Advise Area Managers of any pay or employment related matters	<ul style="list-style-type: none"> • Area Managers are provided with information that includes staff with large amounts of leave, insufficient leave, abuse of sick leave and possible violations of any terms and conditions in an individual's employment agreement • Ensure that employment legislative requirements are being met by the Organisation and that the effect of any proposed changes to employment legislation is advised to Managers

<p>4. General administrative responsibilities to support the Finance Team</p>	<ul style="list-style-type: none"> • Allocation of payroll expenses to appropriate accounts for costing purposes • Assist with preparation of monthly and annual financial accounts, and budgets • Provide leave reports, monthly summaries, and employee anniversaries to Managers • Collaborate cross functionally to promote and achieve continuous improvement and best practice across payroll and accounting functions
<p>5. Actively contributes to the sustainability of PSUSI services</p>	<ul style="list-style-type: none"> • Protects and promotes the PSUSI brand to ensure a positive reputation in the community • Is supportive of and actively contributes to fundraising and marketing initiatives where required.
<p>6. Stays up to date with advancements in field and has a focus on professional development</p>	<ul style="list-style-type: none"> • Professional development opportunities are sought proactively for self • Development requirements are signalled in advance to line manager for approval • Competence and skill level are maintained to perform role to highest ability • Maintains a good understanding of current best practice in field of work and adapts accordingly • Meets objectives set as annual performance reviews
<p>7. Actively participates and contributes to Health, Safety & Wellbeing in the workplace.</p>	<ul style="list-style-type: none"> • Ensures that a safe and healthy working environment is always maintained • Actively contributes to a safety and wellbeing conscious culture • Complies with Health and Safety policies, regulations, and legislation • Takes responsibility for your own health and safety and ensures no action or inaction on your own part harms others in the workplace • Is aware and can identify hazards to which the organisation may be exposed and takes appropriate action accordingly • Has knowledge and can apply emergency procedures
<p>8. Attends to other duties as required</p>	<ul style="list-style-type: none"> • Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit the scope or the functions of this position. Duties and responsibilities can be amended from time to time by Presbyterian Support Upper South Island.

PERSON SPECIFICATION

Qualifications

Essential	Desirable
<ul style="list-style-type: none"> • Relevant business-related qualification business administration, office systems or accountancy • A high level of computer literacy including proficiency in the application of Microsoft Excel 	

Knowledge & Experience

Essential	Desirable
<ul style="list-style-type: none"> • In payroll related legislation including the Holidays Act 2003 and further amendments, Employment Relations Act, Kiwi Saver Act and further amendments, Wages Act, Parental Leave Act, employment law, taxation legislation and Employment Agreements • The ability to carry out basic reconciliations and experience with spreadsheets • Intermediate/Advanced Excel skills • Sound computer skills in outlook, teams and the internet. 	<ul style="list-style-type: none"> • 5 years' experience with Payroll in a medium/large complex organisation • Experienced or familiar with IMS payroll • Interested and experienced in systems development

Skills and Personal Attributes:

- Motivated and enthusiastic to make a difference
- Excellent interpersonal and communication skills and the ability to maintain confidentiality and exercise extreme discretion
- Demonstrated ability to respect and adhere to confidentiality and professional boundaries
- The ability to work autonomously but also to be an effective team player
- Able to take responsibility, show initiative and is punctual and self-motivated
- Organised with the ability to work under pressure and meet deadlines
- Highly organised with the ability to prioritise and meet expected deadlines
- Ability to manage confidential information with responsibility and integrity
- Commitment to ongoing professional development
- A commitment to high quality of work and professionalism
- Commitment to the mission and values of Presbyterian Support Upper South Island
- Openness to and enjoyment of differences in values, beliefs, and cultural practices
- Understanding of the principles of the Treaty of Waitangi