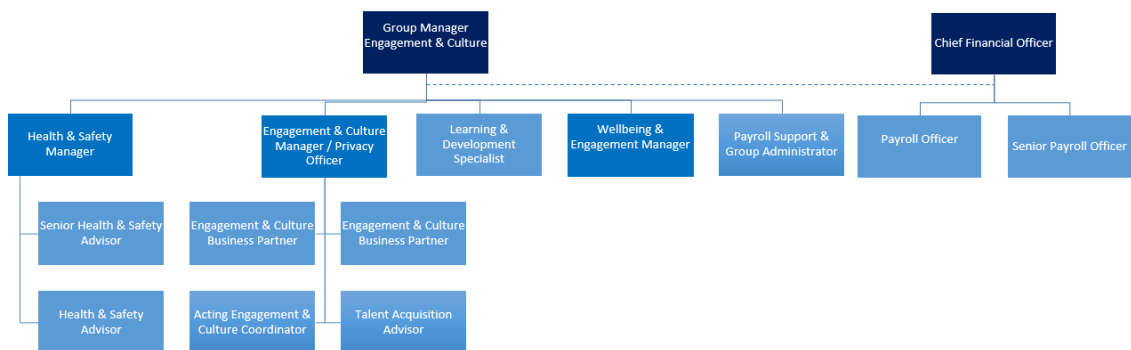


Position Description: Payroll Officer

Business Group	Finance / Engagement and Culture
Reports To	Chief Financial Officer / Group Manager Engagement and Culture
Direct Reports	Nil
Date	April 2024
Budget Responsibility	Nil
Financial Delegation	Nil

Business Group Structure



Purpose of the Role

The purpose of the Payroll officer role is to support the Senior Payroll Officer in the delivery and operation of the computer payroll system, and timely and accurate payment of wages to employees.

Key Relationships / Customers

External	Internal
Government Agencies	Engagement and Culture Group
Superannuation Providers	Finance Department
Medical Insurance Providers	Unit Managers

Union Administrative staff	All TDC Staff
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Position Responsibilities

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform, if asked to do so.

Payroll Support

1. Support the Senior Payroll Officer in the effective and efficient operation of the computer payroll system to ensure all processes are executed appropriately on a fortnightly rotation effective and efficient operation of the computer payroll system.
2. Help ensure timesheets and other records are processed appropriately and within the required deadlines to ensure staff are paid correctly in accordance with their contracts.
3. Help ensure employee pay rates and allowances are in accordance with the relevant collective and individual employment contracts.
4. Ensure confidentiality and security of payroll related records.
5. Assist in keeping up to date computer records of sick and other leave for wages, staff and other organisations.
6. Support the leave against time sheet reconciliation process.
7. Assist in problem solving issues with the payroll systems and processing issues, and escalate to the relevant manager when needed.
8. Support the preparation of ACC and PAYE reconciliations and to ensure timely payment of these and IR file PAYE details.
9. When required, undertake employee training for payroll related tasks.
10. To assist in the process of any statistical returns as and when required.
11. Assist in the preparation of leave accrual figures for financial report as required.
12. Assist in the preparation of budget salary details as required.
13. Work with relevant audit organisations, providing requested information in a timely manner.
14. Complete the end to end payroll process, including pay day filing when the Senior Payroll Officer is absent.

Other

15. Actively engage in setting own goals and objectives.

16. Assist with other duties as reasonably required by the Group Manager Engagement and Culture and Chief Financial Officer.
17. Take responsibility for ensuring Council information, data and records are stored with appropriate accessibility in designated systems, using processes and tools as described in the current Information Management Policy.
18. To actively contribute to health, safety and wellbeing through working safely, taking responsibility for keeping self and colleagues free from harm, reporting all incidents and hazards promptly and knowing what to do in the event of an emergency.
19. To be actively involved in Civil Defence Emergency Management when required.
20. To live the COSI values; Customer Focus, One Team, Success and Integrity and consciously support a team culture that is consistent with the overall organisations values and above the line behaviours.
21. Commitment to the principles of the Treaty of Waitangi.

Formal Qualifications / Training / Experience

Minimum Qualification	Certificate in Payroll practice or Business Administration.
Desired Qualification	Relevant qualifications in payroll, accounting or business.
Minimum Experience	2 years relevant experience
Desired Experience	Relevant Local Government or working with Civica Authority

Key Competencies / Skills / Knowledge

- Knowledge and experience of relevant legislation including Employment Relations Act 2000, Income Tax Act 2007 , Holidays Act 2003 and Privacy Act 2020.
- Experience in a Local Government environment.
- Experience using payroll systems, preferably Civica Authority.
- Excellent interpersonal skills with the ability to initiate and engage effectively at all levels in a tactful, trustworthy and professional manner.
- Able to work well as part of a team, yet also conscientiously work unsupervised.
- Ability to effectively plan, organise and coordinate work to ensure that goals are achieved with the highest quality of work possible within agreed timeframes.
- Able to able to assimilate different sources of data information to compile accurate reports.
- Able to effectively deliver oral and written communication to a range of audiences.

- Ability to present to staff, having the skills and confidence to speak in front of people.
- Strong computer skills in MS Excel, Word, PowerPoint, effective use of research engines.
- Accuracy and attention to detail.
- Must have the ability to think clearly to identify and solve problems.
- Demonstrate a commitment to ongoing learning and development, to improve the way in which Council delivers its services.
- High level of honesty, integrity and a trustworthy manner.

Group Manager

Engagement and Culture

Payroll Officer

Date

Date