



South Port NZ

POSITION DESCRIPTION PAYROLL ADMINISTRATOR

[OCTOBER 2021]



South Port NZ

OUR PURPOSE AND OUR VALUES



POSITION DESCRIPTION

POSITION

Payroll Administrator

REPORTS TO

Human Resources Manager

DIRECT REPORTS

Nil

KEY OBJECTIVES OF THIS ROLE

Payroll:

Accurately and reliably calculate and process assigned weekly and fortnightly payrolls, ensuring all employees receive their pay on time with no errors, providing a high level of customer service and responsiveness to employee enquiries regarding payroll details, leave entitlements, verification of earnings etc.

KEY FUNCTIONAL RELATIONSHIPS – INTERNAL

- Finance Manager
- Human Resources Advisor
- Finance/Administration Department
- Managers, Supervisors
- All employees with general payroll enquiries

KEY FUNCTIONAL RELATIONSHIPS – EXTERNAL

- Inland Revenue Department
- Accident Compensation Corporation (ACC)
- Work and Income New Zealand (WINZ)
- Ministry of Business, Innovation and Employment (MBIE)
- Software provider for upgrades or ongoing training
- Unions (MUNZ, NZMSG, AMEA)
- Southern Cross



KEY ACCOUNTABILITIES AND TASKS

Administration of Payroll function

- Provide support and guidance on payroll processes and in particular process improvement.
- Become and remain familiar with employee database to ensure all staff details are accurate and up-to-date, eg names, postal and email addresses, phone numbers, emergency contact details, tax codes, KiwiSaver etc.
- Upload and maintain all payroll records in line with changes to employment agreements, wage/salary reviews, pay rates, market information, and any other relevant information, whilst ensuring complete accuracy and confidentiality.
- Regularly review and check database, and update staff details when notified of changes, ensuring changes are entered accurately and promptly.

Maintain, load and calculate payroll data

- Liaise with Managers and Supervisors to ensure that relevant payroll data (eg timesheets) has been entered and approved within agreed deadlines.
- Accurately calculate the wages/salary for each individual employee, based on data entered.
- Pay Directors fees as required, in accordance with standing instructions.
- Generate payslips within an acceptable timeframe, ensuring they are correctly addressed and distributed to staff by email (or via internal departmental delivery system for those without email).
- Produce payroll report(s) to show final amount for banking and gain sign off by Human Resources Manager or Finance Manager.
- Prepare and check banking is before it is uploaded into the banking software.
- Process monthly invoices, journals and reconciliations relating to Awarua Holdings payroll.
- Maintain ACC records and reimbursement.

Leave records

- Maintain accurate records for, and proactively monitor, annual leave, sick leave, bereavement leave, public holidays, alternative holidays (lieu days), parental leave, long service leave, leave without pay, discretionary leave, jury service, education leave etc.
- Ensure records are sufficient to enable accurate and timely calculation of monetary entitlements under Holidays Act 2003.
- Leave entitlement reports provided to Supervisors on a monthly basis to facilitate proactive management of employees' leave liability.

Payroll reports

- Produce reports for each pay run to provide information regarding payroll deductions and to make payments to external organisations.
- Prepare Fringe Benefit Tax, PAYE, KiwiSaver, superannuation or any other returns as necessary and to answer queries from Inland Revenue Department, Ministry of Social Development (Work & Income), ACC, MBIE, Immigration New Zealand, Census New Zealand etc.

Staff Payroll Enquiries

- Be the first point of contact for employees regarding payroll enquiries.
- Provide excellent customer service by providing timely and efficient response to enquiries relating to calculation of wages and salaries, leave entitlements, verification of earnings etc.

Communications

- Ensure all communications to employees are clear, concise and timely.
- Demonstrate empathy and sensitivity to employees, maintain confidentiality at all times and provide information only to those who are legally entitled to access such information.
- Enquires which cannot be answered accurately, effectively or in a timely manner to be referred to the most appropriate person for prompt action and response.
- Provide administrative support in the development of internal and external communications.
- Provide administrative support for HR website information

Project Management

- Contribute as required to project development and coordination.
- Carry out all assigned project responsibilities successfully.

Risk Management

- Support the identification of risks and impacts, and provides administrative support for all payroll operational risks.
- Help implement and review solutions under the direction of the HR Manager.

Reporting and Market analysis

- Generate a suite of reports providing baseline data for monthly reporting purposes, eg to HR Manager, Finance Manager, Leadership Team, Board of Directors.
- Provide recommendations on gathered data for reporting purposes.

GENERAL

Reporting, Information Flow and Statistical Data

- Ensure all reports are submitted on time, complete, accurate, concise.
- HR Manager and Leadership Team are kept informed of relevant issues.
- Provide graphical representation of data, where appropriate.
- Ensure controlled documentation is handled according to procedures.
- Help maintain staff training records.
- Inform Leadership Team of any potential claims, detention or other charges/issues as soon as they present themselves.
- Promote smooth co-ordination of activities through appropriate use of established information systems (eg intranet, staff and toolbox meetings, staff newsletters, stakeholder forums etc) ensuring data is current, accurate and available.
- Maintain the security of the information systems and their content, and to follow policy with regard to the handling of information both electronic and physical.
- Proactively communicate with and foster co-operation within Department and with other areas of the business.

Health and Safety

- Familiarise yourself with work environment and hazards and risks associated with the Port.
- Actively demonstrate safety consciousness, through strict compliance with safe work procedures, including wearing PPE as required.
- Be responsible for the health and safety of people working around you by ensuring that safe facilities are maintained and safe working practices are followed.
- Report all incidents immediately, and follow up on corrective actions as required.
- Identify any training gaps and actively undertake and complete all required safety training and refresher training when required.
- Keep work area clean and tidy and clear of hazards.

Process Improvement

- Proactively participate in, and help drive, South Port's continuous improvement programme 'PACE' (Port Achieving Combined Excellence).
- Fully support PACE initiatives, by creating and maintaining an environment where new ideas are promoted, invited and openly discussed.
- Promote and stimulate OFI's (Opportunities for Improvement), through toolboxes and ongoing education and awareness.
- Oversee Departmental process mapping, including development and regular review of standard operating procedures.
- Provide accurate and timely communication and reporting on processes to ensure efficient use of own time and other resources.

One Team: Effective liaisons with other Departments

- Assist other departments when workloads allow.
- Participate constructively in reviews to ensure smooth co-ordination of activities.