

## **Position Description - Accounts Administrator - Payroll**

### **New Zealand Playcentre Aotearoa Vision/Mission:**

Whanau Tupu Ngātahi - Families growing together.

Playcentre is a family organisation where:

- we empower adults and children to play, work, learn and grow together
- we honour Te Tiriti o Waitangi and celebrate people's uniqueness
- we value and affirm parents as the first and best educators of their children so that whānau are strengthened and communities enriched

### **Purpose of the Position**

This person will be part of the Payroll team. They will work closely with the Payroll Lead. This role will be responsible for accurate and timely processing of payroll. They will maintain and keep accurate records of payroll.

Please note this job description may change from time to time as reasonably required by Playcentre Aotearoa.

### **Place of Work**

Playcentre Aotearoa National Service Centre, Mana, Porirua

### **Reporting**

The Accounts Administrator - Payroll reports to the Payroll Lead

### **Key Relationships**

- Payroll Lead
- Assistant Accountant
- Chief Financial Officer
- Regional Managers
- National Office managers
- Accounts Administrator - Accounts Payable
- Accounts Administrator - Accounts Receivable



Key accountabilities	Performance expectations
<b>Payroll</b>	<ul style="list-style-type: none"> <li>• Help develop and maintain payroll process maps and standard operating procedures as required</li> <li>• Help ensure that time and attendance systems interact with payroll processes effectively, including the use of annual leave</li> <li>• Keep payroll up to date and make sure payroll is processed on time and to expectations</li> <li>• Monitor payroll system and provide improvements where possible</li> <li>• Process monthly and fortnightly payrolls. Help plan payroll requirements in advance</li> <li>• Conduct standard/ manual payroll runs and ensure calculations, allowances and deductions are correct and in accordance with employment agreements and appropriate legal requirements.</li> </ul>
<b>Accounting</b>	<ul style="list-style-type: none"> <li>• Understand and abide by financial policies, procedures and systems</li> <li>• Respond to finance related questions from Centres, Regions, and other Playcentre Aotearoa employees on a timely basis</li> <li>• Escalate issues to Payroll Lead as required on a timely basis</li> <li>• As required, work with Auditors for a smooth sign off of the year-end financial reports</li> </ul>
<b>Statutory and other returns</b>	<ul style="list-style-type: none"> <li>• Assist with the filing of all returns with Inland Revenue Department by due date e.g. PAYE, GST, and ensure other compliance forms are prepared and submitted to meet deadlines as requested.</li> </ul>
<b>Reporting and file maintenance</b>	<ul style="list-style-type: none"> <li>• Ensure appropriate records/documentation are captured and stored.</li> <li>• Respond in a timely and approachable manner to employee or manager enquiries.</li> </ul>
<b>Centre focused</b>	<ul style="list-style-type: none"> <li>• All Playcentre employees have responsibility for ensuring that their role and contribution (whether directly or indirectly) in the development, co-ordination and provision of services or support proactively helps playcentres to be able to undertake their work.</li> </ul>
<b>Bi-cultural partnership</b>	<ul style="list-style-type: none"> <li>• Participate in ongoing Treaty and Bicultural related training and other appropriate professional development</li> <li>• Encourage and understand the importance of the dual heritage of New Zealand/Aotearoa</li> <li>• Recognise the principles of Te Tiriti o Waitangi and how they relate to Playcentre</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Undertake his/her work safely and do not participate in activities that may place others in danger or risk</li> <li>• Comply with all H&amp;S information, instruction, training and supervision</li> <li>• Report any health &amp; safety hazards, risks and incidents in the workplace immediately to the National Property team</li> <li>• Comply with all requirements of return to work and rehabilitation plans</li> </ul>

Key competencies	Description
Pou Hono: Valuing Māori	<ul style="list-style-type: none"> <li>Acknowledge and respect everyone as being grounded in their culture.</li> <li>Recognise that others will bring/apply their cultural perspective to all discussions, decisions and actions.</li> </ul>
Analytical thinking	<ul style="list-style-type: none"> <li>Establish clear goals and priorities</li> <li>Review or create reports, identify trends as well as isolated events</li> </ul>
Building relationships	<ul style="list-style-type: none"> <li>Be dedicated to meeting the expectations and requirements of the wider Playcentre community</li> <li>Identify internal and external stakeholders and develop strong relationships with individuals and groups.</li> </ul>
Communication with influence	<ul style="list-style-type: none"> <li>Support the Playcentre community to find a common ground and viable solutions that meet their needs as well as the needs for the centre</li> <li>Support messages with relevant examples, demonstrations and stories</li> </ul>
Consultation & collaboration	<ul style="list-style-type: none"> <li>Provide expert and valued advice to support stakeholders (internal and external) and build trust</li> <li>Draw on own knowledge and expertise to provide relevant advice to stakeholders</li> </ul>
Delivering results	<ul style="list-style-type: none"> <li>Ensure that work and information are complete and accurate</li> </ul>

	Skills, experience and qualifications
Required	<ul style="list-style-type: none"> <li>Experience using IT Finance systems</li> <li>Some familiarity of double entry bookkeeping.</li> <li>Computer literate. An intermediate user in word and excel</li> <li>Good verbal and written communication skills</li> </ul>
Desired	<ul style="list-style-type: none"> <li>Experience of payroll and/or accounts in a medium/large organisation</li> <li>Knowledge of Playcentre and a commitment to uphold Playcentre philosophy</li> <li>Knowledge and experience within a charitable organisation</li> <li>Some knowledge of licensing requirements.</li> <li>Knowledge of IMS payroll and Timefiler or other online time sheeting system, and Xero</li> </ul>