

Payroll Lead Position Description

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 a small finance team. He/she will work closely with the CFO on payroll. This role will be responsible for accurate and timely processing of end to end payroll, and IRD filing. They will assist the CFO in preparation of end of year financials for audit and regular reporting against budgets. They will maintain and keep accurate records of payroll. Assist other members of the finance team as required.

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

Reporting

The Payroll Lead reports to Chief Financial Officer

The Payroll Lead has one direct report – the Accounts Administrator - Payroll

Key Relationships

- Chief Financial Officer
- Assistant Accountant
- Accounts Administrator Payroll
- National Support Manager
- Regional Managers
- Accounts Administrator-Accounts Payable
- Accounts Administrator – Accounts Receivable



Key accountabilities	Performance expectations
Payroll	<ul style="list-style-type: none"> • Oversee end to end payroll for fortnightly and non-standard payroll • Train Accounts Administrator - Payroll and any other payroll related staff and contractors • Help develop and maintain payroll process maps and standard operating procedures as required • Help ensure that time and attendance systems interact with payroll processes effectively, including the use of annual leave • Keep payroll up to date and make sure payroll is processed on time and to expectations • Monitor payroll system and provide improvements where possible • Process fortnightly payrolls. Help plan payroll requirements in advance • Ensure IMS to Xero reconciliations are kept up to date • Conduct month end and year-end processes in collaboration with the rest of the finance team • Conduct standard/ manual payroll runs and ensure calculations, allowances and deductions are correct and in accordance with employment agreements and appropriate legal requirements. • Bill centres for centre paid staff
Accounting	<ul style="list-style-type: none"> • Understand and abide by financial policies, procedures and systems • Respond to payroll related questions from Centres, Regions, and other Playcentre Aotearoa employees on a timely basis • As required, work with Auditors for a smooth sign off of the year-end financial reports
Statutory and other returns	<ul style="list-style-type: none"> • Complete the filing of all returns with Inland Revenue Department by due date e.g. PAYE, payroll filing, and ensure other compliance forms are prepared and submitted to meet deadlines as requested
Reporting and file maintenance	<ul style="list-style-type: none"> • Ensure appropriate records/documentation are captured and stored. • Respond in a timely and approachable manner to employee or manager enquiries.
Bi-cultural partnership	<ul style="list-style-type: none"> • Participate in ongoing Treaty and Bicultural related training and other appropriate professional development • Encourage and understand the importance of the dual heritage of New Zealand/Aotearoa • Recognise the principles of Te Tiriti o Waitangi and how they relate to Playcentre
Health and Safety	<ul style="list-style-type: none"> • Undertake his/her work safely and do not participate in activities that may place others in danger or risk • Comply with all H&S information, instruction, training and supervision • Report any health & safety hazards, risks and incidents in the workplace immediately to the CFO • Comply with all requirements of return to work and rehabilitation plans

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

	Skills, experience and qualifications
Required	<ul style="list-style-type: none"> • Previous experience in end to end payroll • Computer literate. An intermediate user in word and excel • Good verbal and written communication skills • Knowledge of IMS payroll and Timefiler or equivalent IT based Payroll systems • Enthusiastic team player
Desired	<ul style="list-style-type: none"> • Experience in budget management • Knowledge of Playcentre and a commitment to uphold Playcentre philosophy • Some familiarity of double entry bookkeeping. • Knowledge and experience within a charitable organisation • Knowledgeable in Xero accounting • Some knowledge of licensing and funding requirements