

## Your Position

<b>Your job</b>	<b>Payroll Administrator Kaiārahi Utunga</b>
<b>Your group</b>	People and Capability
<b>Your team</b>	HR Services
<b>Your manager</b>	Payroll Lead - Jing Moredo
<b>Your base</b>	Porirua

## What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

### Our strategic priorities are to:

- Commit to the health of Te Awarua-o-Porirua Harbour and its catchment through investment, advocacy and regulation
- Build towards a low carbon city and proactively address the challenges of climate change
- Create thriving communities where everyone can be safe and healthy – at home, work or play
- Keep tamariki and rangatahi at the heart of our city

### How we work together:

- Whakakotahi - Team up  
Mā te mahi tahi e puta ai he hua ki tō tātou hapori  
Together we make a difference for our community
- Mahi Atamai - Work smart  
Ka whakapātari i a tātou anō kia pai ake ai ngā hua  
We challenge ourselves to do things better
- Whakatinanatia - Make it happen  
Mā te whakapeto ngoi, me ngā pūkenga e tutuki ai ngā whāinga  
We use our energy and skills to get things done

## Your team's purpose

People and Capability's purpose is to:

- Provide professional human resource management services to managers and staff. This includes strategic policy and operational advice in the areas of recruitment, remuneration, performance management, training and development, health and safety, employment relations and industrial relations. The People & Capability Group is also responsible for payroll and leave administration.

## Your purpose

The Payroll Administrator's role is to:

- undertake full end to end payroll processing for both weekly and fortnightly payrolls and in conjunction with the Payroll Lead perform all activities necessary to process payrolls including maintaining related records, filing tax reports and other reconciliations
- act as backup to the Payroll Lead in their absence

## Who you'll be working with

Your direct reports	<ul style="list-style-type: none"><li>• None</li></ul>
Your indirect reports	<ul style="list-style-type: none"><li>• None</li></ul>
External people and groups	<ul style="list-style-type: none"><li>• Frontier Software</li><li>• Government agencies (IRD, MSD, ACC)</li><li>• Relevant external organisations</li></ul>
Internal people and groups	<ul style="list-style-type: none"><li>• Executive Leadership Team, managers and staff at all levels of the organisation</li></ul>

## Your responsibilities

What you'll do	How you'll do it
Operational Delivery	<p><b>Payroll</b></p> <ul style="list-style-type: none"> <li>• In conjunction with the Payroll Lead processing all wages and salary pay runs in a timely and accurate manner accordingly to payroll processing guidelines and appropriate legislation.</li> <li>• Load or check new employees onto the ichris system correctly and on a timely basis</li> <li>• Load changes to employee details into the ichris system correctly and on a timely basis</li> <li>• Assist with calculations and processing of final pays</li> <li>• Carry out payroll maintenance as required</li> <li>• Checking payroll data input where required</li> <li>• Provide accurate advice and timely payroll and leave information for staff and management as required</li> <li>• Undertake a variety of payroll calculations/reconciliations in the preparation, processing and maintenance of payroll, salary and leave</li> <li>• Scan and save payroll documentation into document management system</li> <li>• Assist with making fortnightly payments of PAYE, Student Loan, Child Support etc. and withholding tax to IRD</li> <li>• Assist with providing standard reports to third party vendors</li> <li>• Assist with providing payroll information to Auditors</li> <li>• Act as backup to the Payroll Lead in their absence</li> <li>• Assist with other payroll duties as required</li> </ul>
Relationship Management	<ul style="list-style-type: none"> <li>• Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive</li> <li>• Represent Council and the People and Capability Group at appropriate conferences, seminars and other events</li> </ul>
Corporate Responsibilities	<ul style="list-style-type: none"> <li>• Build commitment of our vision, strategic directions, values and services</li> <li>• Willingly undertake any duty required within the context of the position</li> <li>• Adhere to our Code of Conduct</li> <li>• Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event</li> </ul>

## Your skills, experience and qualifications

<p>It's essential that you have:</p>	<ul style="list-style-type: none"> <li>• Full end to end operational payroll experience with the ability to backup critical elements of the Payroll Lead role in their absence</li> <li>• Several years' relevant payroll experience in a medium size organisation</li> <li>• High level of numeracy skills and intermediate to advanced level excel skills</li> <li>• Proven ability to maintain confidentiality</li> <li>• The ability to plan and organise work to achieve desired outcomes whilst accommodating competing demands</li> <li>• The ability to pay close attention to detail; being meticulous in following processes and procedures</li> <li>• Good knowledge of the Holiday's Act and other relevant legislation</li> <li>• Experience working in a customer focused environment, demonstrating a customer service approach, working to establish and maintain effective relationships with customers, gaining their trust and respect</li> <li>• A proven team orientated approach to work with demonstrated ability to work collaboratively</li> <li>• Initiative combined with sound judgement</li> <li>• Excellent communication skills</li> <li>• Proven ability to work under pressure and within a continually changing environment</li> <li>• Demonstrated reliability and dependability</li> <li>• Understanding and commitment to health and safety in the workplace</li> <li>• Understanding and commitment to diverse workplaces</li> <li>• Understanding and commitment to the Treaty of Waitangi and bicultural issues</li> </ul>
<p>It'd be great if you also have:</p>	<ul style="list-style-type: none"> <li>• Experience with ichris</li> <li>• Completed the following Privacy Commission training modules: Privacy ABC, Privacy 101, Privacy Act 2020 and Employment &amp; Privacy</li> </ul>

Last updated February 2025



Porirua City Council supports an inclusive & welcoming environment & is a member of Diversity Works.