

Kia Ora Applicant,

Thank you for your interest in the advertised position with our Council. This document tells you a little bit more about who we are, the role here and some things about our District.

## About our Organisation

### Our Character

The South Taranaki District Council (STDC) is a mid-sized local authority with around 220 staff (208 FTEs). We are a rural local authority operating in one of New Zealand's most vibrant economic regions and are responsible for a wide range of local services including roads, water reticulation, sewerage and refuse collection, libraries, parks, recreation services, local regulations, community and economic development, and town planning. The Council's main office is based in Hāwera (population approx. 12,000) and there are several satellite offices in towns throughout the district.

We are a progressive, values-based organisation, which is dedicated to providing quality services and facilities for our communities. We place a strong emphasis on our organisational culture, which is in turn supported by high levels of employee engagement.

## Living our Values

Our values are not voluntary suggestions; they are non-negotiable behaviours. Every STDC employee is expected to endorse and support the Council's strategy, goals and values and actively work to achieve them. This means behaving with a high level of professionalism and integrity by exhibiting courtesy and impartiality towards colleagues and the community.

## Values and Common Purpose



**MAKING OUR** *communities* **BETTER**

## About our District

### South Taranaki, a better lifestyle

South Taranaki is one of the three districts which make up the greater Taranaki region – which was voted the 2nd best region in the world to visit in 2017 by Lonely Planet. South Taranaki is situated on the west coast of the North Island with the main centre, Hāwera (pop 12,000) roughly midway between Whanganui and New Plymouth. The district has a population of approximately 30,400 people spread throughout seven towns and a number of smaller rural and coastal communities, all of which have a strong sense of community.

In terms of lifestyle, it doesn't get much better than South Taranaki. Recreational opportunities abound and everything is at your doorstep - the mountain and the sea are only a stone's throw apart. The rugged coastline offers some of the best surfing and windsurfing in New Zealand (Surf Highway 45 is considered one of the best surf coastlines in the world) and the fishing off the South Taranaki coast is just superb. The breath-taking Mount Taranaki provides great walking and tramping opportunities.

South Taranaki has an amazing number of high-quality facilities that districts our size would usually struggle to have. From a state-of-the-art multi-purpose sport, events and recreation complex to modern cinemas, function centres, libraries, art galleries, museums, parks and aquatic centres - South Taranaki boasts all the benefits of a city without the hassles. Add to that, minimal traffic, low unemployment, affordable housing and safe, caring communities and you'll see why South Taranaki is the perfect place to raise a family and call home.



## What this job involves

### Nature and Scope

The purpose of this job is to provide an end-to-end Payroll related service, which is legally compliant, accurate, timely, and responsive to organisation and employee needs.

This role ensures accurate payroll calculations and entitlements that comply with legislation, including the relevant Acts and all amendments. You will interpret employment, payroll and taxation legislation, and apply it to employment agreements and variations, design solutions for implementing new or altered terms and conditions as required (eg allowance structures, work patterns) and provide clear, concise, advice to employees regarding changing circumstances and entitlements (eg work pattern changes and leave entitlements; Parental Leave considerations). In addition, you will submit deductions and remittances to relevant organisations (eg Unions, Superannuation providers etc), maintain distribution of reports to managers following each pay, analyse costing reports and prepare journals after each pay and Reconcile payroll suspense general ledger accounts monthly.

### Other Duties

The employee will undertake other activities, duties or internal projects as directed by their Manager/Group Manager in an efficient and effective manner.

## The Position

This is a permanent role and applicants seeking full or part-time hours will be considered. The position is generally based at the STDC Administration Building in Hawera, however for the next six months, it will be based at the old Hawera Library building while maintenance work is carried out on the Administration building. This role will report directly to the Systems Accountant.

### Salary and Conditions

The Council operates under a Total Remuneration Strategic Pay grading system and the grade for this position is **12**. The salary range for this position is between **\$69,120pa and \$76,800pa** and the appointed starting level will be dependent on skills and experience and will be discussed during interviews with shortlisted candidates.

### Hours of Work

Council's offices are open to the public from 8.00am to 5.00pm, Monday to Friday. Hours of work for the position to be filled will be discussed at the interview.

### Relocation Expenses (Permanent Positions Only)

The Council may assist with relocation expenses for household goods only on the basis of at least two competitive quotes. Should the appointee leave the Council's employment for any reason within a period of two years of the appointment, the Council will require the appointee to refund the removal cost on a pro rata basis.

## Applications

If you would like to join NZ's most "Can Do Council", please apply online via the Council's website, [www.southtaranaki.com](http://www.southtaranaki.com) under Council Vacancies. The deadline time and date for applications is stated on the Application Form.

If your application is successful, the information on your application form will become part of the Council's personnel records.

Thank you again for considering joining Council's staff and if you would like more information on this position or to discuss what it's like to work for an outstanding rural local authority, ring us on 278 0555 (local) or 0800 111 323.

You will find the job description for the position and Council's Vision and Values on the next few pages.

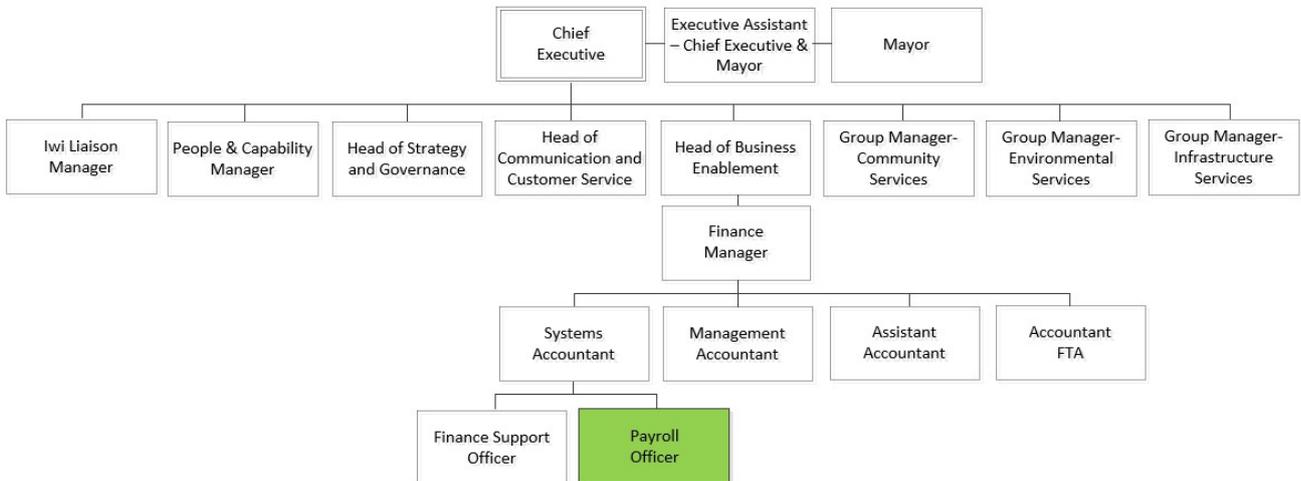
**PEOPLE & CAPABILITY TEAM**

# Position Description

Position Details			
<b>Title:</b>	Payroll Officer		
<b>Unit:</b>	Finance	<b>Group:</b>	Corporate Services
<b>Position Reports to:</b>	Systems Accountant		
<b>Salary Grade:</b>	12	<b>Hours of Work:</b>	40
<b>Special Conditions:</b>	Nil		
<b>Staff Management:</b>	Nil	<b>Budget Responsibility:</b>	Nil
<b>Position Occupant:</b>	Vacant		
<b>Date Created:</b>	March 2020	<b>Date Last Reviewed:</b>	December 2024

**Position Objective**

The purpose of this job is to provide an end-to-end Payroll related service that is compliant, accurate, timely, and responsive to organisation and employee needs.



## Key Duties and Functions

### Payroll

- Ensure payroll complies with legislation, including the Holidays Act 2003, Employment Relations Act 2000, Kiwisaver Act 2006, Minimum Wage Act, Wages Protection Act, Parental Leave Act, and all amendments.
- Interpret and understand employment, payroll and taxation legislation, and apply to employment agreements and variations.
- Provide advice to HR on workability and compliance of proposed employee terms and conditions, with respect to payroll legislation.
- Design solutions for implementing new or altered terms and conditions as required (eg allowance structures, work patterns).
- Provide clear, concise advice to employees regarding changing circumstances and entitlements (eg work pattern changes and leave entitlements; Parental Leave considerations).
- Ensure confidentiality of all employee information.
- Respond with empathy and integrity to sensitive situations (eg health concerns, Child Support arrangements, debt payment plans).
- Maintain system with all payroll employee changes (eg salary and work patterns changes; changes to personal information etc).
- Check leave and timesheet entries are correct before importing or entering into the payrun.
- Maintain individual work patterns and employee group associations and ensure correct leave entitlements.
- Submit deductions and remittances to relevant organisations (eg Unions, Superannuation providers etc).
- Perform quality checks to ensure pay correctly reflects all changes, check Error & Warnings and Gross Pay Variance reports for anomalies (ie negative leave balances, tax calculation changes, annual leave accrual adjustments etc).
- Provide reports to be checked in a timely manner, and upload files to bank for transmission.
- Analyse costing reports and prepare all necessary journals after each pay.
- Maintain distribution of reports to managers following each pay, and manually as requested.
- Provide Payroll inductions to new employees (Direct Access, MyPay app and leave request entry).
- Develop Datapay reports to assist in financial and human resource planning and reporting.
- Reconcile payroll suspense general ledger accounts monthly.
- Regularly check system calculations manually to ensure compliance.
- Reconcile payday filing to IR345s and arrange payment to IRD on a fortnightly basis.
- Liaise with Datapay, IRD, ACC, Ministry of Justice, WINZ, PSA, Etu, Statistics NZ, and other external organisations, as required.
- Understand and apply requirements for calculating employee's entitlements under ACC, and obligations with respect to Child Support, court fines etc.
- Maintain records of any employees paid via government schemes (eg Task Force Green) and arrange invoicing as required.
- Assist with end-of-year reporting requirements for Payroll.
- Develop and maintain process and procedure documentation.
- Keep up to date with changes to all relevant legislation.
- Ensure back-up role is kept up to date with current practices and procedures and is capable of providing cover at any time.
- **Other Tasks**
- Reconcile monthly reports for P&R module control accounts and suspense accounts
- Provide general support to Finance Team as required.
- Other duties and projects as required, within the skills and capabilities of the employee.

## Attributes and Capabilities

### **Attention to Detail**

- Does work right the first time.
- Notices discrepancies and inconsistencies in available information.

### **Accountability**

- Responsible for accuracy of advice, outcomes, and reporting
- Takes pro-active, self-directed and self-motivated actions to achieve objectives.
- Can be relied upon to ensure that outcomes within areas of specific responsibility are correct, complete and timely.

### **Communication**

- Has an awareness of the audience's level and experience and adjusts the tone and content of communication accordingly.
- Expresses ideas clearly and concisely.

### **Customer Service**

- Strives for high customer satisfaction, going out of the way to be helpful and pleasant, making it an easy and positive experience for the customer.
- Recognises different customer service styles and adjusts own service style to achieve the right balance between the needs of the organization and the customer.
- Uses effective strategies to manage or resolve conflict in a positive way.

### **Cultural Sensitivity**

- Treats each person as an individual and recognising and appreciating the different backgrounds, cultures, customs and experiences of others and values these differences.

### **Decision Making**

- Is willing to make decisions in difficult or ambiguous situations, when time is critical.
- Skilfully separates opinions from facts.

### **Interpersonal Awareness**

- The ability to notice, interpret, and anticipate others' concerns and feelings, and to communicate this awareness empathetically to others.
- Notices and accurately interprets what others are feeling, based on their choice of words, tone of voice, expressions, and other nonverbal behaviour.
- Anticipates how others will react to a situation.

### **Personal Credibility**

- Respects the confidentiality of information or concerns shared by others.
- Conveys a command of the relevant facts and information.
- Develops a sense of trust between oneself and team members.
- Demonstrate willingness to learn from others and from your own mistakes.

### **Problem Solving**

- Carefully weighs the priority of things to be done.
- Anticipates problems, opportunities and needs of the organisation.
- Evaluates alternative courses of action.
- Implements solutions and evaluates the results.

### **Technical Expertise**

- Is sought out as an expert to provide advice or solutions in his/her technical area.
- Keeps informed about cutting-edge technology in his/her technical area.

### **Working Independently**

- Completes work without direct instruction meeting all agreed deadlines and standards.
- Maintains self-motivation and initiative.

## Knowledge, Experience, Qualifications & Skills

### Essential

- Previous payroll experience.
- Knowledge of and interest in payroll-related legislation.
- New Zealand Payroll Practitioners Association (NZPPA) Certification or equivalent.
- High level of computer literacy in the Windows environment and Microsoft Office applications.
- Sound knowledge of financial and administrative processes.

### Desirable

- Previous experience with Datapay and implementing payroll software.