

JOB DESCRIPTION

Job Title	Finance and Payroll Officer
Position Status	Permanent
Business Unit	Corporate Services
Team	Finance
Reports to	Team Manager, Financial Services
Direct Reports	NIL
Base Location	Dargaville/Mangawhai
Salary Grade	11

ABOUT KAIPARA

Kaipara te Oranganui. Two oceans, two harbours.

Kaipara district extends from coast to coast, to the Waipoua Forest in the north and Pouto Peninsula in the south. It includes iconic beaches, kauri forests, rich farmland and rugged landscapes. People come from all over to experience this special part of the world, and we are privileged to play an important part in making Kaipara the place to be.

Our team is committed to Kaipara communities. We deliver essential services including roads, water, waste services, recreational facilities, libraries and regulatory services. Council staff engage our communities to contribute to key projects and plans, and support them to achieve their own. We love what we do, and have a real passion for our people and our place.

At Kaipara District Council, we know there are some important ingredients to develop a strong and supportive culture for our people to thrive, these are our values - mahi tahi (team work), mahia te mahi (make it happen), mana (integrity), whakaute (respect), and pono (trustworthy). These values guide how we work together as a team and alongside our diverse communities.

ROLE PURPOSE

To contribute efficiently to the economic environment of Kaipara District Council by preparing financial accounting information and administrative support in the areas of payroll, creditors, purchase orders, treasury, and project work along with advice to Council and ratepayers in accordance with legislation and generally accepted accounting practice.



Whakaute
RESPECT



Mahia te mahi
MAKE IT HAPPEN



Mahi tahi
TEAM WORK



Pono
TRUSTWORTHY



Mana
INTEGRITY

KEY RESPONSIBILITIES

Accounts Payable	<ul style="list-style-type: none"> • Prepare the payment of Council's creditors • Ensure accounts are properly authorised and coded • Complete data entry accurately and ensure documentation is available • Ensure payments are made on time and correct • Assist with monthly accruals calculation • Import invoices into purchase order system • Ensure contracts are entered in accordance with the payment certificate • Maintain the contracts file, adding new contracts as they are approved and sent for payment, and updating with each payment certificate
Payroll	<ul style="list-style-type: none"> • Maintain computerised payroll records and enter and calculate payroll fortnightly and advise management on employment contract interpretation matters • Reconcile PAYE, ACC, KiwiSaver and other deductions in the required form and time frames • Balance the General Ledger to payroll monthly • Provide accurate and appropriate payroll information to management as requested
Financial management	<ul style="list-style-type: none"> • Complete daily banking in line with team roster • Manage the day-to-day cash flow requirements and for the longer term • Reconciling various general ledger accounts monthly • Preparing journal entries as required

KDC CORE RESPONSIBILITIES

Health, Safety & Wellbeing	<ul style="list-style-type: none"> • Take care of your own health, safety and wellbeing and that of others affected by your work. • Ensure prompt reporting of all Health and Safety hazards or incidents.
Professional Development	<ul style="list-style-type: none"> • Participate in monthly and yearly roadmap planning and chats with your manager • Actively participate in professional development initiatives to keep up to date in your area of expertise and to continuously develop skills and capabilities. • Complete annual mandatory learning.



Whakautē
RESPECT



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MAKE IT HAPPEN



Mahi tahi
TEAM WORK



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INTEGRITY

Other Organisational Responsibilities

- Provide CORE customer experience (connected, open, reliable and easy).
- Champion our values.
- Adhere to our ways of working (WoW).
- Observe KDC policies, procedures and guidelines.
- Contribute to continuous improvement by identifying systems, processes or documents to improve and making changes to keep up with legislation, trends or best practice.
- Maintain records in compliance with the Public Records Act 2005.
- Be involved in the readiness for emergencies by attending relevant Civil Defence Emergency Management training as required.
- Participate in any required Civil Defence exercises to ensure that essential services are maintained during emergencies.
- Other tasks and/or projects as assigned.

COMPETENCIES

Leader of Self

- Work Together
- Deliver Results
- Embrace Innovation and Change
- Customer Experience Excellence
- Informed Decision Making
- Effective Communication

SUCCESS PROFILE

Qualifications & Experience

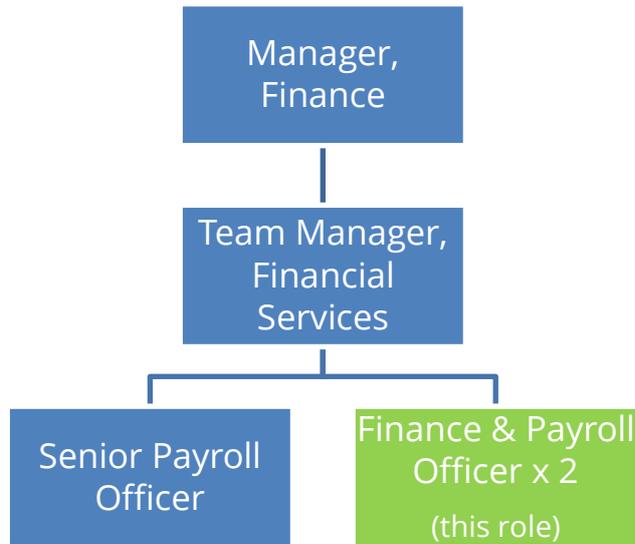
- At least 5 years of relevant financial experience, with demonstrated experience in payroll.

Role Specific Skills & Attributes

- A sound understanding of computer-based accounting systems
- Advanced Excel spreadsheet skills
- Ability to think logically, but laterally
- Adaptability and flexibility
- Attention to detail and accuracy
- Financial literacy (budgeting, analysis, reporting)

ORGANISATION CHART





Whakautē
RESPECT



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MAKE IT HAPPEN



Mahi tahi
TEAM WORK



Pono
TRUSTWORTHY



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