# Payroll Administrator

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# Kaupapa | Purpose

To record, process and ensure payment of salaries/wages to meet Toi Ohomai’s employment contract, audit and legal obligations. This requires being familiar with all aspects of the payroll system and collective and individual agreements that have a payroll impact, and maintaining a working knowledge of payroll related changes instigated by the IRD and other external parties.

**Reports to:** Senior Payroll Administrator

**Team:** Toi Ohomai | Te Pūkenga Finance

**Remuneration:** Band E $62,471 - $73,495 base salary (40 hr week FTE)

**Date:** July 2025

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**Toi Ohomaitanga: how we act and behave at Toi Ohomai will be guided by our values**



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**Ngā mahi | Do**

**Meaningful and effective partnerships**

Key competencies:

* Works in partnership with other payroll staff to ensure that all staff are paid accurately and on time;
* Support the wider finance team to meet operational requirement as required;
* Develop and maintain a collaborative and cohesive working relationship with the People, Engagement and Capability team;
* Maintains a professional and confidential first point of contact for all employees and managers regarding payroll;
* Engage with employees and managers as required to maintain consistent data records (e.g. leave records);

Expected Outcomes:

* A professional two-way flow of information, concerns and resolution is maintained between relevant departments;
* Feedback demonstrates that Employees and managers experience positive interactions and are provided with required information;
* Finance team is supported with additional tasks when required;
* A professional and confidential service is delivered to all stakeholders;
* All staff are paid on time and accurately.

**Be innovative and support innovation**

Key competencies:

* Maintains an up to date knowledge and understanding of payroll related legislation and any implications for Toi Ohomai;
* Proactively seeks to identify and implement efficiencies and opportunities for improvement in payroll processing and reporting;
* Takes a proactive role in testing and implementation of payroll upgrades and system imports to ensure they have the desired result and no undesirable ones;
* Work collaboratively with the payroll team and other parties as required to identify and resolve issues or roadblocks;

Expected outcomes:

* The payroll team actively works with a culture of continuous improvement;
* The Head of Finance is informed in a timely manner of any issues that pose a risk to the payment of staff;
* Any updates to payroll software and system imports are tested thoroughly. Any risks are reported to the Head of Finance timely;
* Development of payroll reporting is ongoing to meet the changing needs of the business.
* Opportunities to improve the effectiveness and quality of processes and customer services are identified and appropriately actioned.

**Be a sustainable organisation**

Key competencies:

* All employees are paid accurately and on time;
* All payments are authorised in line with the delegations manual;
* All reporting required to external agencies is made by the required dates;
* Internal reporting is provided in a timely manner to enable business decisions;
* All payroll and staff records data are accurate and up to date;
* Reporting and outputs meet legislative requirements and internal organisational needs;
* Control systems and audit trails are maintained as required in an accurate and timely manner.

**Note:**

The above Key Competencies are provided as a guide only. You are expected in your role to undertake any and all reasonable and lawful instructions and / or delegated tasks given by your manager, or someone in a position authorised to give such instruction. The precise performance measures for this position should be discussed between the jobholder and manager as part of the performance development process.

##### Demonstrate commitment to:

**Te Tiriti o Waitangi.** Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

**Ākonga at the Centre.** Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

**Equity.** Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

**Vocational Education and Training Excellence.** Through quality provision for all ākonga, meeting the regional needs of employers and communities.

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**Pūkenga | Have**

**Qualifications**

Essential:

* Formal qualification in payroll or business field to at least National Diploma L5

Desirable:

* Experience with TechnologyOne payroll.

**Knowledge and experience**

Essential:

* At least 2 years’ experience at an intermediate level in payroll administration
* Proven and sustained use of a complex computerised payroll system to process payrolls for organisations of 500+ staff.
* Previous experience in understanding and implementing the payroll aspects of multiple collective and individual agreements.
* Up to date knowledge of employment legislation and taxation requirements.

Desirable:

* Experience in other roles in a finance team, so that a broad understanding of financial systems has been gained.
* Report writing skills

**Skills and attributes**

Essential:

* Ability to prioritise and work independently as well as within a team
* Ability to meet deadlines
* Ability to remain calm and focussed under pressure
* Strengths in numeracy, accuracy and attention to detail
* Focus on customer service
* Accurate and proficient keyboarding skills
* Ability to communicate requirements clearly and concisely to staff
* Ability to maintain confidentiality
* Highly competent in a range of computer applications
* Ability to maintain complete, tidy and accurate records

Desirable:

* Professional standard of written communication for business purposes
* Report writing experience

**Change to position description**

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment; including but not limited to technological requirements or statutory changes. Such change may be initiated as necessary by the manager of this position. This Position Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.

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**Waiaro | Be**

**Authentic and Inclusive:** Promote an environment of inclusion and authenticity, where all contributions are valued, . Be courageous to disrupt inequities for all, including Māori, Pacific and disabled peoples. Hold the conviction that meaningful partnerships with Māori/iwi will contribute to progress for all.

**Connected:** Integrate waiora-sustainable thinking into your everyday mahi, meeting the needs of the present, without compromising our ability to meet our needs for the future. Embrace the interconnectedness of environmental, social, economic and cultural wellbeing.

**Collective:** Seek progress over perfection, moving forward with aroha, empathy and persistence. Maintain a focus on results and delivery to build a sustainable, world class, vocational education and training network. Lean into transformation, challenge the status quo and choose courage over comfort to create better results for Toi Ohomai | Te Pūkenga, employers, ākonga and their whānau.

**Self-awareness:** Navigate yourself, and lead others through change with confidence, understanding how to create the conditions you and others need to thrive. Demonstrate humility, be reflective and self-aware, always seeking to grow personally and as a leader.

**Ako:** Hold lifelong learning as vital in connection, hauora, and continuous improvement both personally and professionally. No matter your role, recognise your mahi contributes to making a positive difference for our ākonga and their whānau, and their ability to create thriving communities. Recognise Te Tiriti o Waitangi as a powerful mechanism for taking positive action in Aotearoa, and a pathway to achieve equity for all.

**Mana tāngata:** Contribute to a connected, creative, compassionate workplace, where teams are committed to growth, learning and achieving our shared purpose. Create a safe environment for learning and development, in all you do, including Te Tiriti, equity, academic and professional excellence. Recognise kaimahi and whānau wellbeing are interconnected, when we support personal and professional growth we contribute to Te Oranga/participation in society.

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**Ngā Hononga Mahi | Working relationships**

**Internal:** Finance team, People, Culture and Wellbeing Team, All Kaimahi, Managers and Leadership Team

**External:** Inland Revenue Department, External and Internal Auditors, TIASA & TEU (Unions), Payroll software provider & helpdesk, Super Scheme providers, Ministry of Justice (Department of Courts) and other Government Agencies

#### Resource delegations and responsibilities:

**Financial:** N/A

**People:** N/A