

POSITION DESCRIPTION

Position Title:	Finance & Payroll Administrator		
Reporting to:	Group Financial Reporting Manager		
Direct reports:	N/A	Location:	Christchurch (Ōtautahi)
Date created:	30 November 2025	Date last updated	20 Jan 2026

About Us | Mō Mātou

The Citycare Group Finance and Payroll Team supports all four businesses within the Citycare Group: Citycare Property, Citycare Water, Spencer Henshaw and Apex Water. The Group operates in multiple locations throughout Aotearoa (New Zealand) and employs approximately 1500 kaimahi (employees).

Citycare Property builds, operates, maintains, and renews Social Infrastructure and our purpose is to **enhance the wellbeing of our communities** through our shared values of **We Discover, We Deliver, and We Care**.

Citycare Water services over 1.2 million New Zealanders, making it our country's largest provider of three waters maintenance services, delivering reliable, sustainable, and smart service solutions. We protect and care for the health of our water as we deliver it to communities throughout Aotearoa and return it safely to the environment.

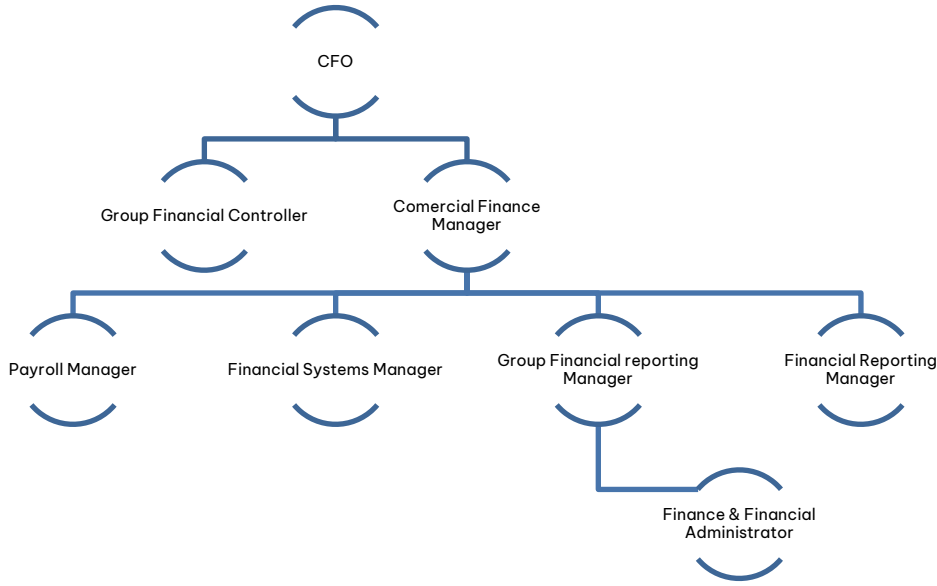
Spencers has provided property repair and maintenance across Aotearoa for more than five decades. We are proud to maintain social housing for over 30,000 Kiwi families, and we are dedicated to making a meaningful difference in our communities, schools and across the trade landscape.

Apex Water are highly experienced in the design, construction, commissioning and operation of water and wastewater treatment plants. We are committed to helping New Zealand grow sustainably while preserving our environment for future generations. Operating in multiple locations throughout New Zealand, our unique approach provides a single point of accountability delivering turnkey projects. Clean water, clean conscience, protecting your environment.

Primary Focus | Te Arotahi Matua

As a key member of the Group Finance team this role focuses on maintaining financial accounts as well as providing support to key financial system processes including accounts payable, accounts receivable and payroll. Proactively support the Group Financial Reporting Manager, Financial Accountant and Assistant Financial Accountant to ensure the integrity of the General Ledger.

Key Accountabilities | Ngā Kawenga Takohanga



<p>General Ledger / Accounting Support</p>	<ul style="list-style-type: none"> • Assist in the preparation of monthly accounts for divisions 981, 982, 613 and 991 (and any other divisions that reside with the Group Finance team). • Assist in the preparation of monthly balance sheet reconciliations. • Manage FileBound for divisions 981, 982, and 991 (and any other divisions that reside with the Group Finance team). • Provide accounting support to Finance Teams and Operational Managers as required. • Provide inputs for Group Financial Reporting Manager and assist where required in order to prepare statutory financial statements for various entities in the Group. • Process monthly national supplier accounts as required (e.g. BP & Orbit). • Management of the Flexi-purchase P-Card system, including setting up new accounts / users and other ad hoc requests. • Other financial accounting tasks as required.
<p>Subcontractor Retentions</p>	<ul style="list-style-type: none"> • Administer subcontractor retention money in compliance with the Construction Contracts (Retention Money) Amendment Act 2023 (the Act). • Ensure retention funds are placed in the appropriate account in compliance with the Act. • Prepare and maintain accurate retention reports and quarterly retention statements ensuring transparency and timely disbursement in line with the requirements of the Act.
<p>Agency Staff</p>	<ul style="list-style-type: none"> • Ensure the reports between Pronto and MyTimeSheet (MTS) reconcile, investigating discrepancies and ensuring accuracy of hours. • Raise a Purchase Order in Pronto for approval ensuring all the necessary adjustments are included.

	<ul style="list-style-type: none"> • Create and send buyer created taxable supply information (BCTSI) documents to Accounts Payable and Hays, ensuring timely processing of invoices for weekly payment run. • Work with Hays to resolve any variances that may arise between Hays and Citycare.
Accounts Receivable	<ul style="list-style-type: none"> • Provide support and back up as required to the Accounts Receivable role currently occupied by the Assistant Accountant.
Payroll	<ul style="list-style-type: none"> • Assisting the Payroll Team with administrative tasks in respect of MTS and Time & Attendance such as allowance checking. • Collate and action Dayforce (HRIS) reports on a daily basis for the Payroll Team. • Set up new employees on an ad-hoc basis in PayGlobal (PG). • Run the end-to-end processing of the fortnightly payroll within PG.
Financial Systems	<ul style="list-style-type: none"> • Support the Finance Systems Team with routine and ad-hoc activities that help maintain data accuracy and system integrity. • This includes tasks such as running scheduled reports, updating key data (FX rates, user and warehouse details), processing uploads, and supporting onboarding processes.
Position Backups	<ul style="list-style-type: none"> • Provide backup cover and support to other members of the Group Finance team as required.
General	<ul style="list-style-type: none"> • Ensures compliance with approved Citycare’s policies, plans and programmes. • Undertakes all personal development and competency training to stay current and able to deliver the changing requirements of the role. • Undertakes all other duties as reasonable required from time to time.
Additional Duties	<ul style="list-style-type: none"> • Any other duties of a similar type, as required by the Employer. • From time to time, it may be necessary to consider changes to the key accountabilities of this position so that we are able to adapt to changes in our business environment.

Health, Safety and Wellbeing | Te Whare Tapa Whā

All kaimahi are responsible for and required to:	<ul style="list-style-type: none"> • Be personally responsible for your own and others’ Health, Safety and Wellbeing at work. • Promote and participate in Health, Safety and Wellbeing, maintain a safe workplace, and ensure that all equipment is always used in a safe and correct way. • Be familiar with Health, Safety and Wellbeing procedures. • Always establish and insist upon safe methods and safe practices. • Report all hazards, incidents, and injuries (including near miss incidents) according to procedure and within specified timeframes. • Refuse to do work if you deem it to be unsafe and notify relevant people accordingly.
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Key Relationships | Ngā Hononga Matua

Internal	<ul style="list-style-type: none"> • All Citycare Group kaimahi including: <ul style="list-style-type: none"> ○ Finance and Admin Staff ○ Operational Staff ○ People Leaders ○ Support function staff including Finance, Administrators and People Teams.
External	<ul style="list-style-type: none"> • Auditors • Bank • Consultants • Customers • Other miscellaneous stakeholders and suppliers

Qualifications | Ngā Tohu Mātauranga

Ideal	<ul style="list-style-type: none"> • Business Administration course or diploma
Essential	<ul style="list-style-type: none"> • NCEA Level 3 or school Certificate equivalent

Experience | Ngā Pukenga

Essential	<ul style="list-style-type: none"> • Proven ability to drive and maintain operational improvements and efficiencies. • High degree of accuracy, timeliness and attention to detail. • Strong computing skills, including with Microsoft Office. • Willingness to widely support other staff members.
Ideal	<ul style="list-style-type: none"> • Experience managing accounts and/or banking in an administrative role, including reconciliations. • Exposure to construction or facilities management industries. • Ability to communicate clearly and professionally to internal and external stakeholders. • Ability to achieve under pressure to deliver to a high standard. • High level of professional and personal integrity with the ability to get on well with other people.

Agreement | Whakaaetanga

I have read and understood this position description and, by signing below, accept and agree to deliver these responsibilities.

Signed by Kaimahi (Employee):

Date:

Signed on behalf of the Employer:

Date:

Disclaimer | Te Whakakape

This position description serves to provide an overview of the primary responsibilities inherent in this role. It also provides a summary of how this position collaborates with other roles within the organisation. It is acknowledged that to remain current, regular amendments will be required. This is to be coordinated in association with the relevant Leader and the Head of People.

This document will be supported by the development of a performance agreement which will be drafted by the incumbent in association with their Leader to provide clear goals and objectives, against which individual performance will be managed.