

## POSITION DESCRIPTION

<b>Position Title:</b>	Payroll Officer		
<b>Reporting to:</b>	Payroll Manager		
<b>Direct reports:</b>	0	<b>Location:</b>	Christchurch (Ōtautahi)
<b>Indirect reports:</b>	0		
<b>Date created:</b>	19 November 2024	<b>Date last updated:</b>	21 January 2025

### About Us | Mō Mātou

The Payroll Team is part of the Citycare Group Finance function which supports businesses within the Citycare Group: Citycare Property, Citycare Water and Apex Water. The Citycare Group Finance team sits within the Citycare Property business.

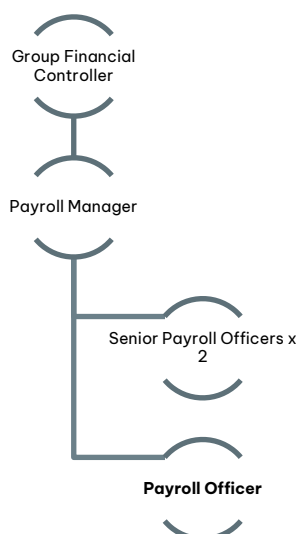
Citycare Property builds, operates, maintains, and renews Social Infrastructure and our purpose is to **enhance the wellbeing of our communities** through our shared values of **We Discover, We Deliver, and We Care**. Citycare Property operates in multiple locations throughout Aotearoa (New Zealand).

**Towards 2030** is Citycare Property’s strategy that defines the ideal future state of our business and provides the detail to secure and optimise that future state. The strategy is built around five strategic priorities called the “**High5**”. These five priorities provide clear direction on what will matter most in our business through to 2030. They enable Citycare Property to focus investment (time, money and resources), decision making, and action on a clearly defined strategy that is all-encompassing and interlinked in creating value for our shareholder, customers, employees and the wider community.

### Primary Focus | Te Arotahi Matua

In collaboration with the Payroll Team, this role is responsible for preparing and processing payroll for over 1,300 employees across the Group, ensuring accurate and timely payments to all staff.

### Your Team | Tō Kap



## Key Accountabilities | Ngā Kawenga Takohanga

<b>Prepare and Process payrolls for the Citycare Group</b>	<ul style="list-style-type: none"> <li>• Process weekly waged and fortnightly salaried payrolls including calculating allowance and deductions within the payroll timetable and in accordance with applicable legislation, individual employment agreements (IEAs) and collective agreements (CAs).</li> <li>• Communicate with the operation teams regarding statutory requirements to ensure accurate and timely processing of the Group payrolls.</li> <li>• Assist with resolving payroll queries and discrepancies, including supporting Payroll and My Timesheet (MTS) users with queries related to IEAs and CAs allowances, and escalating complex issues to Senior Payroll Officers.</li> </ul>
<b>System</b>	<ul style="list-style-type: none"> <li>• Completing employee maintenance in the payroll system</li> <li>• Storing the employee data changes records in an orderly and consistent manner.</li> <li>• Become a subject matter expert in MTS by continuously learning, troubleshooting and providing guidance to ensure efficient resolution of payroll-related matters.</li> </ul>
<b>Understanding of Statutory Requirements</b>	<ul style="list-style-type: none"> <li>• Holidays Act and amendments</li> <li>• KiwiSaver</li> <li>• PAYE</li> <li>• Employment Relations Act</li> <li>• Privacy Act</li> <li>• Parental Leave</li> <li>• ACC</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>• Weekly and monthly reporting</li> <li>• Provide ad hoc reports to internal stakeholders as required</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Assist with Payroll Projects as required</li> <li>• Undertake duties as directed by your manager in a timely and accurate manner</li> <li>• Contribute to the payroll environment suggesting improvements and policy changes as appropriate</li> <li>• Keep up to date with payroll related employment law changes</li> </ul>
<b>Organisational Citizenship</b>	<ul style="list-style-type: none"> <li>• Upholds and exemplifies Citycare Property's Values every day.</li> <li>• Honours the principles of Te Tiriti o Waitangi and actively promotes cultural diversity and inclusion within the business and our activities.</li> <li>• Undertakes all requirements for training and development in tikanga Māori, te reo Māori, Mātauranga Māori, and Te Tiriti o Waitangi to ensure that the cultural confidence of the business unit is aligned to business expectations.</li> <li>• Participates in the implementation of sustainability and environment initiatives within the business.</li> <li>• Upholds and complies with approved Citycare Property's policies, plans, and programmes.</li> <li>• Undertakes all personal development and competency training to stay current and able to deliver changing requirements of the role.</li> <li>• Works collaboratively with other professionals (internal and external), ensuring the sharing of knowledge and experience.</li> <li>• Takes all practical steps to ensure communication to kaimahi and outside agencies is professional, timely. and supports the best interests of the business.</li> <li>• Establishes and maintains credibility and respect by building strong working relationships across the business.</li> <li>• Develops and supports colleagues, being quick to identify and problem solve any issues.</li> </ul>

<b>Additional Duties</b>	<ul style="list-style-type: none"> <li>Any other duties of a similar type, as required by the Employer.</li> <li>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.</li> </ul>
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### Health, Safety and Wellbeing | Te Whare Tapa Whā

<b>All kaimahi are responsible for and required to:</b>	<ul style="list-style-type: none"> <li>Be personally responsible for your own and others' Health, Safety and Wellbeing at work.</li> <li>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.</li> <li>Be familiar with Health, Safety and Wellbeing procedures.</li> <li>Always establish and insist upon safe methods and safe practices.</li> <li>Report all hazards, incidents, and injuries (including near miss incidents) according to procedure and within specified timeframes.</li> <li>Refuse to do work if you deem it to be unsafe and notify relevant people accordingly.</li> </ul>
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### Key Relationships | Ngā Hononga Matua

<b>Internal</b>	<ul style="list-style-type: none"> <li>All Citycare Group kaimahi including: <ul style="list-style-type: none"> <li>Operational Staff</li> <li>People Leaders</li> <li>Support function staff, including Finance, Administration and People Teams</li> </ul> </li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>Government agencies</li> <li>Specialist external consultancies and providers</li> <li>Professional bodies</li> </ul>

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### Qualifications | Ngā Tohu Mātauranga

<b>Essential</b>	<ul style="list-style-type: none"> <li>NCEA Level 3</li> </ul>
<b>Ideal</b>	<ul style="list-style-type: none"> <li>NZPPA certificate in Payroll</li> <li>NZPPA Payroll Foundations or a Diploma in Payroll Management</li> </ul>

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### Experience | Ngā Pukenga

<b>Essential</b>	<ul style="list-style-type: none"> <li>Minimum of 2+ years' experience of payroll processing</li> <li>Payglobal experience</li> <li>Working knowledge of payroll best practice and New Zealand payroll related legislation and requirements</li> <li>Experience with New Zealand Collective agreements</li> </ul>
<b>Ideal</b>	<ul style="list-style-type: none"> <li></li> </ul>

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**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:**

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**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.