



POSITION DESCRIPTION
Payroll Administrator

Tōpūtanga Tapuhi Kaitiaki o Aotearoa: The New Zealand Nurses Organisation (NZNO) is the lead professional union for nurses and other healthcare workers. Our job and responsibility is to represent more than 60,000 nurses, midwives, students, kaimahi hauora, and health workers in Aotearoa/ New Zealand. We represent the interests of nurses on professional and employment related matters. We are affiliated to the International Council of Nurses (ICN) and the New Zealand Council of Trade Unions (NZCTU). NZNO embraces Te Tiriti o Waitangi and works to improve the health status of all people of Aotearoa/New Zealand through participation in health and social policy development.

Position Purpose

To provide the payroll and other finance administration functions for NZNO. To ensure the accurate and timely processing of payroll and human resources transactions and maintenance of the respective databases.

Key Responsibilities and Performance Expectations include but are not limited to:

Key Responsibilities	Performance Expectations
Payroll processing Responsible for the processing of the payroll transactions including staff allowances and member leave without pay payments	Payroll is processed timely and accurately and all records are kept up-to-date.
IRD payments and Superannuation Responsible for the payment of PAYE and Superannuation	All IRD payments are accurate and timely. Accurate and timely processing of employee superannuation deductions and employer contributions.
Leave Processing Responsible for the maintenance of the Human Resources database including recording all leave, allowances.	Leave and allowances are recorded in a timely and accurate manner and all records are up-to-date.
Banking Responsible for downloading and reconciling electronic banking files.	Banking files are accurately processed and reconciled daily for all groups.
Electronic Credit Card Processing Administrator	New users and manager authorities are completed on new appointments and removed on exit. System maintenance and processing notifications completed in a timely manner.

Responsible for the loading and removing of authorities for, and maintenance of electronic credit card processing system	
Other Duties Complete other duties as directed by the Finance Manager	Provide back up to Accounts Administrator as required. Respond to staff and member requests for information in a timely manner. Undertake any other duties as directed by the Finance Manager

Key relationships

All NZNO employees have a responsibility for managing relationships in some or all of the key sectors we work with. In this role, the key relationships to be developed are as follows:

Reports to:	Finance Manager
Responsible for:	N/A
Internal NZNO relationships:	Finance staff Director of Operations and Member Support NZNO staff
External Relationships:	Compliance: Auditors, Inland Revenue Bankers Finance and payroll system suppliers Contractors Other suppliers to NZNO

NZNO Core Competencies

Competency	How this will be demonstrated in this role
Ethics, integrity and values	<p>Supports NZNO vision and values, understands organisational structures when completing assigned tasks or projects, and plans and organises work in an efficient manner.</p> <p>Acts with professionalism, integrity, honesty and respect in their working role.</p>
Cultural	<p>Understands the importance of te Tiriti o Waitangi in modern Aotearoa New Zealand, supports the implementation of te Tiriti across the organisation and conducts themselves in accordance with te Tiriti in their work and work relationships.</p> <p>Understands the importance of cultural and ethnicity and how culture influences behaviour.</p>
Member focus	<p>Understands the importance of members, members leadership and member voice, builds positive member relationships, acts in a professional manner at all times when dealing with members.</p>
Communication and teamwork	<p>Relates well to people verbally and in written form, builds rapport with all levels inside the organisation, listens well, works collaboratively with others, and is sensitive to the needs of the organisation, handles conflict while preserving rapport, works well with a diverse workforce, ability to understand and adhere to good file and record management practices.</p>
Problem solving	<p>Able to define problems, find causes, and help devise workable solutions.</p>
Results orientation	<p>Shows commitment to goals and delivers results, demonstrates personal initiative and motivation to achieve goals and objectives.</p> <p>Accepts accountability for areas of responsibility</p>

Role Specific/ technical capabilities

The Payroll Administrator should also have the following skills and attributes

Detail orientation and accuracy	Is accurate and methodical with details and or numbers, successfully manages many small tasks or processes with many details, verifies all work, recognises flaws or errors others may overlook.
Analytical skills	<p>Interprets and digests complex information. Applies logic and sound critical thinking to astutely evaluate presented materials, data or positions.</p> <p>Identifies flaws in reasoning but integrates good judgement in presenting findings.</p> <p>Creates insightful and comprehensive reports.</p> <p>Devises methods for improving processes.</p>
Business or Technical Knowledge	Knows the business; has technical expertise and skill; Understands this industry; its standards, practices and processes. Demonstrates mastery of required job-related knowledge (technical, professional or managerial) and mastery in performing essential job requirements. Has and/or develops credentials to maintain or expand knowledge skills and expertise. Understands the relationship of their role to the organisation