



Tōpūtanga Tapuhi Kaitiaki o Aotearoa
NEW ZEALAND NURSES ORGANISATION

Payroll Administrator

Tōpūtanga Tapuhi Kaitiaki o Aotearoa: The New Zealand Nurses Organisation (NZNO) is the lead professional union for nurses. 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.

This is an exciting opportunity for an experienced Payroll Administrator to join us as we build our organisation. We are looking for candidates who are well versed and can demonstrate a track record in payroll, finance systems, regulatory compliance, finance administrator, and payroll reporting.

In this role, you'll be responsible for end-to-end payroll processing for NZNO, ensuring staff and member payments are accurate, compliant, and timely. You'll manage PAYE, superannuation, and leave transactions, and maintain payroll and HR databases with meticulous attention to detail. This is a great opportunity to work within a purpose-driven organisation where your contribution supports those who care for Aotearoa every day.

Reporting to the Finance Manager, you'll join a small, collaborative finance team that values integrity, accuracy, and service. We're looking for someone who enjoys problem-solving, can work independently, and takes pride in delivering reliable and confidential payroll support. You'll also undertake other core finance administration tasks and play a key role in continuous improvement - helping to refine payroll processes, streamline reporting, and strengthen NZNO's payroll systems and compliance practices.

The successful candidate will have the following –

- Proven experience in payroll administration (preferably using iPayroll or a similar system)
- Sound knowledge of NZ payroll legislation, PAYE, and KiwiSaver requirements
- Strong attention to detail and accuracy with numerical data
- Excellent organisational and time management skills, with the ability to meet strict deadlines
- Proficiency with Microsoft Excel and finance systems (preferably Xero, SubscribeHR)
- A proactive, solutions-focused approach to resolving queries and issues
- Clear written and verbal communication skills, and the ability to build trust with staff at all levels
- A commitment to NZNO's values, including upholding Te Tiriti o Waitangi and supporting equity in the workplace
- Understanding and support of not-for-profits and unions

This full-time position is based in the Wellington National Office of NZNO. If you want to be our Payroll Administrator and believe you have the requisite leadership skills and knowledge then please email your application and curriculum vitae to Heather Sander at heather.sander@nzno.org.nz by **12.00pm, Monday 15 December 2025**.