

POSITION DESCRIPTION



This document provides an indicative description of the purpose and accountabilities of the role and specifies competencies required to sustainably attain company objectives. Actual performance requirements and expectations will be included in the performance review process.

Title and reporting relationships			
Position title:	Payroll Specialist		
Reports to:	As per IEA		
Business unit:	Finance	Functional supervision:	Nil
Location:	Head Office		

Position purpose
<p>The Payroll Specialist's role is to ensure the accurate and timely processing of all Payroll related tasks in accordance with legislation, contractual terms & conditions, and company policies & procedures.</p> <p>This role is responsible for coordinating end-to-end payroll activities including the capture of time & attendance inputs, providing guidance and advice where required, the processing of pay runs within Hall's payroll system, maintenance of employee data as required, and provision of advice surrounding compliance with all relevant legislation.</p>

Key accountabilities
<ul style="list-style-type: none">• Ensure that payroll is processed by established deadlines• Ensure maintenance of comprehensive and accurate payroll records in compliance with payroll related legislation and company policies.• Identifying and investigating any payroll anomalies and errors• Understand the various contractual obligations and ensure these are correctly captured within Hall's payroll system• Manage employee pay-related concerns and ensure appropriate conclusion in a timely manner• Ensure PAYE filing requirements are met and payments made within required timeframes• ACC payment and reconciliation• Ensure data is provided as required to support payroll journals• Ensure confidentiality of payroll information is fully maintained

The above is an outline of key responsibilities and expected results. Due to changing circumstances and Hall's Group desire to constantly improve systems and processes, you may be required to perform other duties within your capability following consultation with you.

Key relationships	
Internal	External
Finance Team	AEP / ACC
People Leaders (managers)	Statistics NZ

People team	Auditors
	Government Agencies (IRD, MOJ, MSD, etc.)

Health & Safety accountabilities

Hall's Group Health & Safety Management System outlines the key responsibilities for all Employees. Please refer to this for further information.

Leadership

- Demonstrate and be safety leader at site level
- Ensure all hazards, incidents and near misses are reported and investigated. Learnings from these should be shared at site level
- Engage and consult with workers around anything that impact on workers' health and safety

Specific health, safety, and quality responsibilities

- Take reasonable care of their own Health and Safety, and that of others who may be affected by their activities
- Ensure you are fit for work
- Report any injuries, strains or illness that may occur as a result of your tasks / activities
- Cooperate with a reasonable health and safety standard, supporting system and process set by Hall's Group, that has been notified to Hall's Group employees
- You must use all personal protective equipment provided by employer
- If you are a driver or operating machinery, you have the responsibility to tell your employer if you take medication that makes you drowsy
- Report any unsafe condition that you may identify or witness in the workplace, including any risks, incidents, near misses. This is so they can be investigated to eliminate or minimise any harm to you and others
- Not to interfere with or misuse anything that has been provided for your Health and Safety
- To tell your manager if something happens that might affect your ability to work.
- Following all reasonable safety and wellness rules and instructions
- Participate in safety and wellness meetings
- Reporting for work is a state that doesn't impair performance or fitness for work

Failure to follow reasonable safety and wellness policies and guidelines may be considered serious misconduct.

Attributes

Personal Characteristics	Must be conscientious and have positive and professional attitude
	Sense of humour
	Need to be confident, have the ability to take ownership, personal drive and commitment and desire to achieve results
	Need to recognise importance of adopting the "internal customer" approach to help foster professionalism
	Treat all customers (internal & external) and direct/indirect reports with dignity and respect at all times
	A 'doer' – administration and helping team leaders to learn
Flexible Nature	Must have flexible nature to thrive in a constantly changing environment
Independent Learner	Can apply best practice and blend with common sense & practical
	Able to self-manage
	Practical, down to earth approach & hands on approach
	Must be highly motivated with self-management ability

Positive Attitude	Must maintain integrity and confidentiality at all times
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Qualifications and experience

	Essential	Preferred
Education & qualifications	<ul style="list-style-type: none"> Intermediate knowledge of Microsoft Office Skills, particularly Outlook and Excel. 96% accuracy and speed Previous experience with payroll administration and management. Strong understanding of current and relevant employment legislation. 	<ul style="list-style-type: none"> NCEA level 3, and/or relevant tertiary certificate/diploma related to payroll administration
Experience	<ul style="list-style-type: none"> Minimum of 2 years previous experience in a similar role 	<ul style="list-style-type: none"> Experience within a warehousing, distribution or transport environment

Value/Mission/Values

Vision	Become New Zealand's leading Cold Chain Logistics provider, by going beyond the expectations of our people and our customers
Mission	Be in the top 5% safest transport and storage businesses in New Zealand
Values	TRUST and RESPECT each other GROW our people and our business LEAD with uncompromising excellence and ACCOUNTABILITY for our success

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by incumbents in the assigned position. They are not an exhaustive list of all responsibilities, duties, or skills required of the incumbent and due to changing circumstances and Hall's Group desire to constantly improve systems and processes these may be permanently altered in consultation with you. From time to time, you may also be required to perform other duties within your capability outside of their normal responsibilities as needed.