



**TITLE SENIOR PAYROLL OFFICER**

**BUSINESS** People & External Affairs Team

**REPORTS TO** Payroll Team Leader

**HOW THE JOB ADDS VALUE**

This role primarily exists to deliver six major payrolls for New Zealand Steel & Pacific Steel NZ as a member of the Payroll Team

As Senior Payroll Officer you will also take on second in charge responsibilities and manage Payroll Services when the Payroll Team Leader is on leave.

Key portfolio will be to provide HR reporting, analysis and trend reporting for the business.

**KEY ROLE OBJECTIVES AND DELIVERABLES**

The information in this section is representative of the general role responsibilities (objectives and deliverables). The position description needs to be read in conjunction with the incumbent's performance and development review, relevant business plan, and any procedures describing the activities that this role undertakes.

**ROLE OBJECTIVES**

- In describing role objectives, state both 'What' (e.g. safety, delivery expectations, services, etc) and 'How' (e.g. lead, assist, govern, develop, sell, design, etc)

- **JadeStar Payroll**
  - › Payroll Processing
  - › End to end processing of company payrolls (weekly, fortnightly and/or monthly).
  - › Updating and maintaining payroll records.
  - › Liaising with staff and management on payroll related queries.
  - › Maintaining leave, sickness and overtime reports.
  - › Interpreting awards/agreements and contracts in relation to overtime and shift allowances etc.
  - › Calculation and processing of termination payments.
  - › Processing increases and calculation of back pays.
  - › Assisting Payroll Supervisor with month end reporting
  - › Assisting Payroll Supervisor with reconciliation and payment of payroll and group tax.
  - › Reconciling payroll related GL accounts.
  - › Liaises with Recall for off-site file management
  
- **GSAP Management**
  - › Load new positions & employees
  - › Maintain organization structure
  - › Maintain PeoplePoint requirements e.g. Band/zone; Job function, job & role level.
  
- **HR Payroll Report Development/Analytics**
  - › Provide regular and one-off reporting of Key People Analytics
  - › Work with HR Managers on specific people/payroll data projects
  - › Partner with Business Improvement Team on Power BI People dashboard projects



**ROLE DELIVERABLES**

This section describes the areas in which this role will need to deliver results.

[Quick Guide for Writing KRA's](#)

**KRA's and Key measures of success**

**Payroll & GSAP Processing**

- › Coordinate the accurate processing of the weekly, fortnightly & monthly payroll within a specified timeframe and in accordance with statutory requirements
- › Ensure that all payroll information on the computerised payroll system is maintained accurately and prepare reports as required
- › Calculate and process all salary and wages increases (including back-pay if required), leave entitlements, other adjustments and termination payments in accordance with statutory requirements
- › Process authorised deductions and allocations of labour costs as part of job costing
- › Assist the Payroll Supervisor to facilitate the electronic transfer of salaries and wages to financial institutions and other deduction recipients
- › Establishment and maintenance of employee's master file data in the GSAP & Payroll System including change of address, bank deposit details, deductions, allowances
- › Assist other members of the Payroll team as requested by the Payroll Supervisor

**Leads the Payroll function**

- › Manages the payroll function when Payroll supervisor is on leave

**Remuneration & Performance Management**

- › Supports the Payroll Supervisor in providing timely and accurate assistance with Annual Salary Review, Profit Share Plan & Salary Adjustments and mail merge and spreadsheet assistance

**Payroll Analytics & Trend Reporting**

- › Works with People Leaders/Payroll Provider/Business Improvement team/Payroll Team members to provide regular and one-off bespoke reports as required.

**ROLE DIMENSIONS AND KEY RELATIONSHIPS**

**DIMENSIONS**

<b>Scope</b>
Individual
<b>Budget</b>
<b>Impact</b>
e.g. Contributory (analysis, advice, implements to plan or monitors)



## POSITION DESCRIPTION

### Direct Reports

### AUTHORITIES

- As defined in corporate, business unit or department/ site procedures
- As defined in task briefs, or business plan activities over which this role has allocated responsibility
- Outline any additional accountabilities/authorities inherent in the role (e.g. day-to-day, supervisory, approvals, etc.)

### ACCOUNTABILITIES

This role will be held accountable for meeting the role objectives and deliverables through the following BSL processes: -

- Performance and Development Review (PeoplePoint)
- Management Review

### KEY RELATIONSHIPS

- › Payroll Supervisor & Payroll Team members
- › People Team
- › Jade Star Payroll provider
- › Managers & Leaders in the NZ Steel, SteelServ & Pacific Steel businesses
- › Finance Team
- › Internal & External Auditors

## COMPETENCIES, QUALIFICATIONS AND EXPERIENCE

### REQUIRED QUALIFICATIONS AND EXPERIENCE

- › 2 years plus payroll experience.
- › Excellent communication skills.
- › Solid Microsoft excel skills
- › Payroll Report Writer & Analytics reporting
- › Attention to detail.
- › Numerical ability and data entry skills.
- › Ability to work to deadlines.
- › Customer service focus.
- › Ability to respect and maintain confidentiality

### PREFERRED QUALIFICATIONS AND EXPERIENCE

- › Demonstrated Experience in managing end to end payroll processes
- › Understanding of payroll legislation and processes
- › Ability to interpret awards and relevant legislation.

### COMPETENCIES

- Customer Focus
- Time management
- Priority setting
- Problem solving
- Self Development
- Drive for results

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**DATE:** \_\_\_\_\_