

RNZ PAYROLL ADVISOR

Position Description

Date	December 2020
Location/Business Unit	Finance / People – Auckland / Wellington
Reporting to	Head of People
Direct Reports / Functional relationships	People Team, Finance Manager and wider Team, Outsourced Payroll Bureau, all RNZ staff
Position Type	30 hours, Permanent

The Role / Position Purpose

The purpose of the Payroll Advisor position is to be the first point of contact for all RNZ employees with regards to their payroll terms and conditions. This position is the key conduit between RNZ employees and the outsourced payroll bureau.

As an independent and commercial-free public service broadcaster, RNZ's purpose is to serve the public interest.

Position Accountabilities – what you're responsible for

Business partnering with the nominated payroll bureau service

- Provide all personnel details to the bureau as and when required
- Provide all maintenance to the bureau
- Ensure the integrity of payroll data (review reports and analyse data)
- Review and approve all payroll payments (dual process with Finance Manager)
- Provide all changes in terms and conditions of RNZ employment

Advisor to all RNZ employees

- Take ownership for and manage the self-service portal (inclusive of access, permissions and training)
- Validate onboarding of new employees through self-service
- Validate offboarding of retiring or resigning personnel through self-service
- Train and provide assistance to, team members for self-service actions
 - Timesheets
 - Approvals
 - Leave requests
 - Personal information updates
- Communicate changes in employment legislation, RNZ processes or uses of the HRIMS (Payroll/HR system)
- Ensure all approvals are completed by RNZ team members on time
- Comply with all RNZ union conditions

- Maintain strong controls including dealing with audit queries

Analyst and gate keeper of data integrity

- Hold strong knowledge of all RNZ employment agreements (Collective and Individual)
- Provide finance with payroll journal information every pay run
 - Actual payment by cost category
 - Leave liability information for all leave categories
- Provide the Executive and Management with FTE information as and when required
- Calculate and respond to all payroll and people related surveys or requests for information from stakeholders and / or our Shareholders (i.e. Statistics NZ, Treasury etc)

Candidate Profile / Person Specification

Qualifications	No formal qualifications are required, however keeping up to date with employment law must be demonstrated.
Knowledge & Experience	<ul style="list-style-type: none"> • Strong knowledge of payroll features and processes, including leave, allowances and superannuation • 5 years in a payroll environment with knowledge of reviewing and reporting on data
Skills	<ul style="list-style-type: none"> • Strong excel skills for reporting information to Shareholders and Management • Able to effectively and pro-actively convey information to others about area of specialist expertise • An eye for detail • A strong customer service orientation • The ability to work constructively and effectively in a team and with people from different levels and parts of an organisation • The willingness to understand and promote the value of diversity, including obligations under the Treaty of Waitangi
Competencies (full descriptions available on request)	<ul style="list-style-type: none"> • Leadership and Teamwork • Strategic Capability • Managing Self • Outcome Driven • Management