

Job Description
Payroll, & HR Administrator

Prepared April 2024

The purpose of this role is to ensure payroll requirements are fulfilled, as well as supporting the HR & Culture Manager and the Finance & Administration Manager.

Job Holder Name	
Reporting Manager	HR & Culture Manager
Task	Description
Payroll	<ul style="list-style-type: none"> • Within our various systems, provide payroll data entry for new staff members, as well as changes and adjustments as required for current staff. • Undertake offboarding payroll processes for any departing staff. • Ensure employee and other requests and queries are responded to in a professional, timely and efficient manner. • Undertake rostering and payroll checks as required ensuring ease of processing pay. • Respond to queries coming from our Payroll Provider. • Provide reporting as requested. • Maintain employee records within our payroll system and other systems. • Ensure timesheets are correct and cost codes are appropriate. • Ensure the Company meets all obligations in IRD and other institutions relating to payroll. • Keeps up-to-date and maintains basic knowledge of applicable legislation, payroll policies and procedures; understands impact and provides accurate information and advice. Escalates issues to senior team members as appropriate. • Follows policies and processes and ensures all actions are fully documented, auditable and audit logs are monitored, reports issues and requirements for change. • Operates all controls and compliance requirements effectively and ensures data integrity is maintained. • Ensure the Finance & Admin Manager has final oversight before pays are finalised.
HR	<p>Provide administration support to the HR & Culture Manager:</p> <ul style="list-style-type: none"> • Setting up interviews ensuring hiring managers have access to CV's and questions. • Undertake referee checks.

	<ul style="list-style-type: none"> • Preparation of and distribution of letters of offer, IEA's, job descriptions, as well as managing all onboarding documentation and setting up new staff up on our systems. • Preparation of acceptance of resignation letters and ensure all processes are followed for departing staff members. • Ensure all processes are followed for staff changing roles. • Submit and have oversight of all police checks. • Undertake projects as requested by the HR & Culture Manager.
Finance	Undertake various financial duties as directed by the Finance and Admin Manager
General Office Tasks	<p>Communicates regularly to reporting Manager regarding workloads, issues and concerns.</p> <p>These tasks may be shared in conjunction with the Finance Administrator.</p> <ul style="list-style-type: none"> • Visitors welcomed on arrival; ensure they sign visitors register. • Collect mail from post box three times per week. • Stationery/Office supplies are monitored, and items purchased from our supplier. • Act as one of our Fire Wardens and attend any training as necessary. • Booking travel and accommodation. • Booking and assisting with setting up our various annual events • Other duties as reasonably requested.
Functional Relationships	Finance and Administration Manager Finance Administrator Payroll Provider (external) Senior Leadership Team Wider Kindergarten Teams
Person specification	<ul style="list-style-type: none"> • Proven experience and knowledge working within payroll systems. Knowledge of iPayroll would be helpful. • Knowledge of payroll and HR legislation • Proven knowledge/experience with IT systems including Xero, and Office 365 • Experience using excel spreadsheets • Understanding of financial processes • Ability to learn in-house systems quickly, including Staffsync, and Infocare • Accuracy • Excellent grammar and spelling skills • Strong initiative skills • Ability to work independently.

	<ul style="list-style-type: none"> • Honest • Friendly/ helpful/ flexible • Willingness to actively participation in training programmes provided by Kindergartens South • Capacity to build and maintain effective working relationships with internal staff and external organisations. • Commitment to the Treaty of Waitangi and culturally appropriate services • Willingness to address challenges in a positive and proactive manner. • To be aware of and always comply with Kindergartens South policies and procedures. • To pass our safety checking process including a police check.
Health and Safety	<p>Kindergartens South is committed to taking all practical steps to provide a healthy and safe working environment.</p> <ul style="list-style-type: none"> • All employees have a responsibility to work towards ensuring that our Health and Safety Policy is effective in practice, which includes practising safe work methods, utilising and making proper use of safety equipment and eliminating workplace hazards.
Performance Review	<p>Appraisals will be undertaken annually. Performance development will be agreed with the HR & Culture Manager and form the basis for identifying professional learning needs. The job description will be reviewed at the same time.</p>

Signed by job holder _____ Date _____

Signed on behalf of Southland Kindergarten Association: HR & Culture Manager, Catherine Frost

Signed

Date