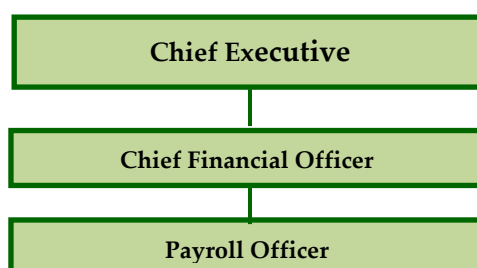


Position Description

Role: PAYROLL OFFICER



Vision of Westland District Council:	<p style="text-align: center;">The Westland Team Vision:</p> <p style="text-align: center;"><i>“Westland will, by 2030, be a world class tourist destination and have industries leading through innovation and service”.</i></p> <p style="text-align: center;"><i>This will be achieved by:</i></p> <ul style="list-style-type: none"> • <i>Involving the community and stakeholders</i> • <i>Having inspirational leadership</i> • <i>Having expanded development opportunities</i> • <i>Having top class infrastructure for all communities</i> • <i>Living the ‘100% Pure NZ’ brand</i> <p style="text-align: center;"><i>Council by-line in promoting Westland:</i> <i>“Westland, the last best place”</i></p>
Purpose of Position	This position is responsible for the provision of efficient and effective accounting and financial services to the Westland District Council
Department	Corporate Services
Reports To	Chief Financial Officer
Staff Reports	Nil / None
Financial Delegation:	The Payroll Officer shall be accountable to the Chief Financial Officer and will submit all reports for Council and Committees through the Chief Financial Officer



INTERNAL RELATIONSHIPS	EXTERNAL RELATIONSHIPS
<ul style="list-style-type: none"> • CEO • Westland District Council Staff • Executive Team • Casual/Seasonal Staff 	<ul style="list-style-type: none"> • Central Government Departments and Agencies. • Auditors • Inland Revenue Department • Council Workplace Accident Insurers

KEY RESPONSIBILITIES	KEY OUTCOMES
<p>1. Working at Westland District Council</p> <ul style="list-style-type: none"> a) Uphold the Westland District Council vision for Westland in all activities. b) Demonstrate positive and professional conduct at all times. 	<ul style="list-style-type: none"> • WDC's expected standards of behaviour and Council policies are adhered to.
<p>2. Occupational Health and Safety</p> <ul style="list-style-type: none"> a) All practicable steps taken to ensure own safety and to ensure that you do not cause harm to any other person by your actions. b) Demonstrate a personal commitment to Health and Safety in accordance with WDC's Health and Safety Policy. 	<ul style="list-style-type: none"> • Hazards are identified, control measures are followed and safe work practices are demonstrated. Emergency procedures are followed. • Work-related accidents, incidents and illnesses are reported.
<p>3. Reporting relating to Payroll</p> <ul style="list-style-type: none"> a) Reconcile Council's wage and tax records and transmit data to IRD. b) Complete PAYE and ACC returns c) Complete other returns as required, including 	<ul style="list-style-type: none"> • Ensure that all reports are compiled in a timely manner and contain accurate and relevant information.

KEY RESPONSIBILITIES	KEY OUTCOMES
<p>superannuation, fees, health insurance, KiwiSaver, Workbridge and WINZ.</p>	
<p>4. Payroll</p> <ul style="list-style-type: none"> a) Paying staff and councillors in a timely and accurate way while meeting all legislative requirements relating to such payments. b) Entering all payroll accounts journals in the general ledger. c) Preparing Payroll leave Reports for departmental managers as required. d) Ensure that coding and calculation of pays are processed correctly, including pays outside the fortnightly cycle, and the electronic payment of salaries and wages is completed successfully. e) Ensure all relevant deductions from wages, including (but not limited to) income tax, superannuation, medical insurance, union fees, deductions, etc are made and documented. f) Ensure that staff superannuation is collected in accordance with Council policy and paid to the appropriate fund manager 	<p>Ensure all payroll functions assigned are completed correctly and within a timely manner and are accurate.</p>

PERSON SPECIFICATION		
Skills & Attributes	<ul style="list-style-type: none"> • Displays professionalism, honesty, integrity and reliability • Demonstrates time management skills • Listening, verbal and written communication skills • Self-motivated with initiative • Professional and courteous manner • Energetic personality and team player • Resilience and ability to cope under pressure • Appreciation for the political and sensitive nature of Local Government 	E E E E E E E E
Qualifications/Experience	<ul style="list-style-type: none"> • Appropriate secondary qualification • Minimum 3 years of experience in a similar role • Good overall knowledge of payroll related procedures and legislative requirements • A high degree of computer literacy • A high degree of numerical literacy 	E E E E E
E = Essential D = Desired		

Position Description created / amended:	
Position Number	

Manager (signature)		Date:	
Chief Executive (signature)		Date:	
Position Holder (signature)		Date:	