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| Position                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Payroll Specialist – Fixed term                             | Division | Rockit Trading Company Limited – Head Office |
| Reporting to                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | GM People & Culture                                         | Date     | July 2026                                    |
| Nature of Position                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Fixed term 12 months<br>Full or part time (0.8 FTE minimum) |          |                                              |
| Purpose                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                             |          |                                              |
| <ul style="list-style-type: none"><li>To process weekly payroll for all Rockit Global Ltd (RGL) entities ensuring all employees are paid accurately and on a timely basis. To process all PAYE, Kiwisaver and other deductions accurately and on a timely basis.</li><li>To undertake payroll reporting and analysis to meet business needs.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                             |          |                                              |
| Key Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                             |          |                                              |
| Payroll and People & Culture Support                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                             |          |                                              |
| <ul style="list-style-type: none"><li>Processes weekly payroll for all RGL entities; completes data entry, review and reconciliations in the payroll system; liaise with People &amp; Culture and Business Managers as required.</li><li>Payroll processing and oversight for Rockit employees based outside New Zealand</li><li>Manage leave processing and records</li><li>Ensure payroll processes comply with legislation</li><li>Maintain payroll records accurately</li><li>Prepare payroll reports for Managers as required</li><li>Deal effectively with any payroll queries from staff or Managers</li><li>Manage group and payroll settings in Lauranka timekeeping software, process data in payroll and extract reports for labour analysis.</li><li>Keep employee electronic and hard copy files up to date for current &amp; ex-employees</li><li>Enter employee details into the H&amp;S software programme as required</li><li>Assist with recording and tracking contract labour</li><li>Analysis of costs and reporting for contractor labour hours</li><li>Tracking health insurance membership, notifying of new staff &amp; leavers, allocating cost to departments</li><li>Prepare regular monthly board report data and people analytics as required</li><li>Respond to ad hoc requests for people/payroll data from external parties, such as banks, consultants, advisors, auditors, as required</li><li>Tracking and alerts for fixed term expiry dates across the business</li><li>Tracking completion of monthly CFR’s and filing</li><li>Tracking completion of performance reviews, talent and succession planning</li><li>Submit data for external remuneration surveys as required</li><li>Assist with preparation for annual remuneration review processes</li><li>Assist with set-up and reporting of the annual engagement survey</li></ul> |                                                             |          |                                              |
| Technical and Administration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                             |          |                                              |
| <ul style="list-style-type: none"><li>Maintain efficient payroll filing system</li><li>Ensure a detailed and current working technical knowledge of payroll matters</li><li>Look for ways to improve payroll and filing systems and processes</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                             |          |                                              |

- In conjunction with your Manager, seek opportunities for ongoing professional development
- Undertake any project or ad hoc people and culture duties as required by your Manager.

### Organisational Obligations

- Maintain the high standard of management and administration applied and expected by the company
- Ensure total confidentiality of employee and company information
- Maintain a high standard of performance and commitment to internal and external customer service
- A positive, can-do attitude is particularly important. Pro-active input to process improvement and teamwork is critical in this rapidly expanding company. An ability to produce information in an innovative way is highly desirable.
- Function in accordance with established standards, procedures and applicable laws.
- Undertake other duties appropriate to the position as required
- Demonstrate a proactive commitment to health and safety and compliance with company policies.

### Relationships

#### Key Functional Relationships:

- GM People & Culture
- Finance Team Members
- People & Culture team
- RPC Production Manager and Shift Supervisors
- RTC Managers and administrators
- RTS Senior Finance Manager

### Team Values

Proactively demonstrate RGL's values in all work and internal and external interactions.

#### **Action Over Words**

At Rockit we've never been about the talk; it's always been about the doing. Doing things that nobody thought was possible.

#### **Unstoppable Passion**

We use a simple formula; passion in the work, unbridled ingenuity and backing ourselves. We believe the world would be a better place if everyone rocked it with us.

#### **Doing Things Differently**

Doing things differently has always been part of our DNA, and it's what saw us take a punt on the world's smallest apple and turn it into a big New Zealand success story.

#### **He Toa Takitini**

Ehara taka toa, te toa takitahi, he toa takatini kē

Uniting all cultures, as we strive to make a difference within our communities and in all aspects of our environment, while being true to ourselves

### Person Specification

- Extensive payroll experience and knowledge of relevant legislation
- An advanced level of IT skills including payroll and administration systems
- Understanding of tax and working with the IRD
- Analytical skills and ability to produce reports
- Accuracy and attention to detail
- A master of multi-tasking who is calm under pressure
- A commitment to customer service, excellent communication skills
- Total confidentiality
- The ability to see a task through to conclusion and meet tight deadlines
- The willingness and ability to work as part of a close team

**SIGNED** by the Employee: \_\_\_\_\_

Date: \_\_\_\_\_