

Location:	Christchurch/Auckland
Title:	Assistant Payroll and Accounts Manager
Revision Date:	May 2022
Reports to:	Payroll and Accounts Manager

COMPANY INFORMATION

McKenzie Balfour & Associates Limited (trading as Online Distribution) is one of New Zealand's largest family-owned providers of third-party logistics (3PL) services. Established in 1988 with just one client, the business has expanded to having 175+ clients serviced by around 130+ staff in warehouses in Auckland and Christchurch.

COMPANY VALUES

VISION	PURPOSE	VALUES
Building better futures for our people, clients and partners	To enable our clients' success by delivering premium logistics services	Positive Responsive Innovative Dependable Entrepreneurial

PURPOSE OF THE POSITION	
This role, reporting to the Payroll and Accounts Manager, is responsible for preparing accurate financial accounts information. All information is to be recorded accurately to support the preparation of detailed financial and management accounts and support the businesses day-to-day operations.	
Limitation of financial authority	\$
All expenses as agreed with the Accounts Manager	Up to 100% of budget

Key Accountabilities / Responsibilities (What is to be achieved)	Key Tasks (How is it achieved)	Measures
<p>Financial reporting and Compliance: Ensuring compliance with all financial regulatory matters, returns, reports and disclosures are completed and filed within required timeframes.</p> <p>Ensure all payments resulting from above are made on time and in full and that the company is not required to pay or undergo any penalty due to non-compliance with any legislative requirements.</p>	<ul style="list-style-type: none"> ⌚ Monthly management accounts: <ul style="list-style-type: none"> - FBT Returns - GST Returns - Annual Returns - Provisional tax payments - Dividends ⌚ Monthly management account checks and balances incorporating full balance sheet reconciliation ⌚ Annual financial accounts preparation and reconciliation ⌚ Cashflow reporting/management ⌚ ACC Levies ⌚ Ensure accurate records are kept in line with legislation 	
<p>Payroll processing</p>	<ul style="list-style-type: none"> ⌚ Complete accurate and timely payroll processing on a weekly basis ⌚ Ensure accurate records are kept in line with legislation ⌚ Ensure all staff are paid on time and in full ⌚ Ensure compliance with any IRD or court demands including but not limited to; <ul style="list-style-type: none"> - Deducting and paying PAYE in a timely manner - Filing IR schedules as required - Changing tax codes as required - Required deductions ⌚ Process pay deductions, expenses and allowances in line with company policies ⌚ Maintain accurate up to date records in order to keep operational management informed of risk and trends in relation to: <ul style="list-style-type: none"> - pay - Benefits - absenteeism - sick - annual leave - ACC - LWOP 	
<p>Health & safety Demonstrating a strong Health & Safety culture across the region, ensuring it is always the priority.</p>	<p>Demonstrate safe work practices and holds all staff to account for Health & Safety behaviour.</p>	

Process Improvement	Assist the team to follow a Continuous Improvement ethos and suggest/identify and where practical implement any process improvements which will lead to increased efficiencies and/or accuracies.	
Communication & relationships: With appropriate engagement, internal and external stakeholders are adequately informed, and relationships are enhanced	<p>Ensuring business information in use is current and key issues are identified to Management for action</p> <p>Working collaboratively with others in the wider network to promote a culture of continuous improvement</p> <p>Ensuring communications to key stakeholders are adequate, professional, informative, and timely</p>	
Other duties	Any other duties as reasonably required by the General Manager Business, contributing to the overall efficiency of the business	

PERSON SPECIFICATION

Core Behaviours	Teamwork – identifying opportunities and taking action to build operational relationships across the business to help achieve shared goals.
	Results focussed – sets challenging goals for self and understands performance expectations.
	Effective Communication – understanding and communicating their role and message to the wider organisation.
	Team player – understanding the bridge between compliancy and commercial operations and implementing these through knowledge and influence.
	Resilience - able to think logically and multitask in time critical and stressful situations
Core Qualifications, technical skills, knowledge and ability	Commercial decision making – demonstrates a strong understanding of business operations
	A recognised Accounting Qualification with at least 1 years' experience with accounts and payroll
	Excellent relationship building skills and the ability to relate constructively to all levels of the organisation
	Proven experience to plan, undertake and finish activities and to achieve high quality results
	Proven Client management experience – able to engage directly with clients in the most appropriate way in any given set of circumstances

ONLINE DISTRIBUTION EXPECTATIONS

To perform the responsibilities listed above and achieve success in your role, you will demonstrate the following behaviours that link to our values of Positive, Responsive, Initiative, Dependable and Entrepreneurial.

- ⊕ Work positively with colleagues to achieve goals, share experience, and actively seek and offer help.
- ⊕ Develop and maintain strong working relationships across the organisation, which inspires people to believe that what they do makes a difference.
- ⊕ Proactively assess, challenge and formulate solutions to enable the smooth and effective running of the business.
- ⊕ Actively demonstrate professionalism throughout the organisation and industry and be a credible and trustworthy person who holds the respect and loyalty of all stakeholders.
- ⊕ Have tenacity in pursuing goals and ensuring they are aligned with the company objectives of maintaining high levels of profit, strong customer service, excellent communication, transparent systems and a happy, united team of staff members.

POLICIES AND PROCEDURES

Online Distribution has developed policies and procedures to guide employees' behaviour in respect to a variety of employment-related matters. It is an obligation of your employment with Online Distribution that you adhere to these policies and procedures. All employees have access to these policies and procedures on the staff intranet.