Job Description

Payroll Specialist

**Reports to:** Group HR Manager

**Primary Objective:** To undertake Reports on all payroll activities, ensuring compliance with approved systems and procedures.

Ensures the accurate processing, payment and reconciliation of wages and salaries.

Maintains all records associated with the payroll system.

Ensures the payroll is effected on time and in accordance with Company procedures and policies.

**Duties and Responsibilities:** Act as a custodian of the company's vision, purpose and values and support this mindset through a continuous improvement lense.

* Compiles, co-ordinates and reconciles all time-records and associated data to a weekly deadline, liaising with management, supervisors and employees to ensure compliance.
* Compiles payroll reconciliating to weekly, monthly, bi-monthly and annual deadlines.
* Complies with individual and collective agreements, acts, regulations and policies.
* Controls and maintains superannuation, medical insurance and other appropriate reconciliations.
* Maintains and recommends adaptations and updates to the computerisation of payroll and associated systems.
* Compiles statistics and schedules of annual, sick and long service leave, and other ongoing liabilities.
* Liaises with appropriate authorities thereby maintaining Accident Compensation, medical insurance, Inland Revenue, Income Support, superannuation, welfare and other appropriate files and data, making returns as and when required by policy or statute.
* Reconciles receipts from ACC and other bodies consistent with requirements under statute.
* Reviews payroll systems and recommends changes to procedures and practices as necessary.
* Complies with earnings related information as required, viz deductions from wages and salaries authorised under acts and regulations.
* Prepares statistical reports as required.
* Assists in the preparation of Annual Budget information for Company Employment Costs, Superannuation, ACC, Payroll, Medical costs.
* Undertakes specific costing exercises to ascertain budget variations.
* Supervises safety records, advising OSH and/or Maritime Safety Authority of accidents and incidents in accordance with statutes.
* Maintains a system for incentive payments, producing the necessary documentation and calculating payments in accordance with the appraisal process.
* Liaises with superannuation managers.
* Attends EMA briefings and reports back to Corporates Services Manager on issues of import.
* Maintains Senior Management salary records.
* Undertakes such other tasks and duties as may be required.

**Health and Safety:** Health and safety is integral to the way we operate. Accordingly, providing strong health and safety leadership is crucial to the role.

Our expectation is that you will:

* Actively promote the health and safety of all Port of Tauranga workers within the Company’s facilities and operations.
* Lead from the front in setting examples of safety leadership and behaviours.
* Ensure compliance with Company standard operating procedures. Actively lead or participate in discussions to change any of these as operating circumstances dictate.
* Pro-actively communicate any health and safety issues.

This will involve being familiar with relevant health and safety regulations and Port of Tauranga rules, issuing compliance documentation and monitoring works and activities.

**Other Duties:** Undertake all tasks in a professional manner to maintain POTL’s image and encourage positive industry relationships.

 Actively develop and support the **Human Resources** Team.

 Other general duties as required.

**Selection Criteria:**

* Proven ability to work collaboratively and across organisational boundries
* Proven ability in improving process
* Knowledge of a working Port preferred but not essential
* Good PC skills, especially MS Excel
* Excellent communication and leadership skills
* Organisational and time-management skills
* Strong decision making skills