



We're Skyliners
Inspired by every smile.

Skyline Enterprises Group Position Description (Schedule B)

Company	Skyline Management Limited (SML)	Date	August 2025
Title	Payroll Administrator – Fixed Term	Reports to	Group Accountant
Team	Finance	Location	Head Office, Queenstown

Our Purpose

Skyline's purpose is to share real fun with the world. Gravity is our superpower. But not our only power...

The Payroll Administrators purpose is to provide accurate, timely and efficient coordination of payroll processes for all New Zealand Skyline businesses, supporting both the organisation and its employees in accordance with employment agreements and legislation. In conjunction with the Senior Payroll Administrator, it encompasses all aspects of payroll administration and coordination duties, including liaising with operational leaders at each site and collating all payroll documentation required to facilitate weekly delivery of payroll processing across Skylines New Zealand businesses.

Our Strategic Goals

EMPOWER:

Empower our people to deliver real fun

OPERATE:

An efficient, agile and sustainable business

DELIVER:

Targeted ROI from all SEL business units

INVEST:

In high potential businesses in outstanding locations

Our Values and Culture

Skyline Enterprises is a leader in the New Zealand travel and tourism sector. We are successful because of the commitment of our staff towards our company's purpose; to share real fun with the world. We have three values that sum up how we communicate, behave, and work together to achieve our goals. We're Skyliners. We're brave, we care, and we do everything we can to deliver real fun and make people smile.





Scope of Role

Direct Reports	• None	Peers	• Finance Team •
		Authority	Decisions • In accordance with Delegated Authorities and approved business plans • Day to day business, operations, and people decisions

Key Relationships

Internal	• People & Capability Team • Finance Team • Department Leaders • Employees	External	• Payroll System Provider • HRIS Provider • Government Agencies e.g. ACC, IRD • Financial Institution • Auditors
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Key Accountabilities and Tasks

(Additional responsibilities and accountabilities that may be reasonably directed by the company from time to time).

Responsibility	Description
Weekly Payroll Coordination	Leave Management • Liaise with leaders to manage leave form processes ensuring accuracy against Biotime reports. • Address leave-related queries including leave balance and leave pay out eligibility • Weekly distribution of leave reports. • Public holiday entitlement eligibility list distribution.
	Time & Attendance

	• Reviewing time sheets completion in BioTime and liaising with Leaders when incomplete. • Perform minimum hours checks using Biotime reports. • Check and verify on-call/evacuation report input process. Payroll Processing • Act as point of contact for both employees and leaders for payroll related queries (including ACC, IRD etc) • Generate termination reports: ○ Submit to relevant departments. ○ Distribute to appropriate personnel. • Streamline and manage pay details in BambooHR for export to Datapay. • Export BambooHR data for payroll and track in the payroll tracker. • Export and input BambooHR forms into Datapay. • Process arrears adjustments based on leader notifications. • Hold or release carpark deductions as directed by leaders. Systems & Access • Manage DataPay set up, access and queries from employees and leaders. • Ensure data integrity for payroll export/import processes. Additional Payroll-Linked Functions • Integrate cash-up form processing through BambooHR into payroll. • Maintain ongoing communication with leaders for payroll adjustments. Recognition & Awards Administration • Maintain and update long service award records. • Manage Star Awards spreadsheet and track FTE eligibility.
Leading others	All Skyline leaders are responsible for influencing, motivating, and inspiring all our stakeholders by • provide effective leadership and mentoring to both direct and indirect reports. Where appropriate define, develop and seek approval for new roles, supported by commercial analysis, to support defined and measurable growth in the digital space. • providing clear direction by sharing the Skyline purpose, aligning, and cascading KPIs to the business strategy and providing regular 1:1 feedback to calibrate ensuring all formal performance reviews are completed as required • promoting a cohesive and supportive team culture through frequent communication, encouraging opportunities to collaborate and problem solve together to deliver on collective and individual goals, celebrating success • acting decisively and with fairness when dealing with potential problematic employee issues • ensuring your team have the necessary information, tools, and training to meet their goals, including committing to actions to support their success • actively participating in P&C processes to talent map, succession plan and develop employee skills, knowledge and experience through coaching and development opportunities for career pipelines to support business continuity and workforce planning

	• Creating an environment of open communication to build the trust to cultivate a growth mindset where personal accountability and learning from experiences is actively encouraged • Endorsing and encouraging a culture of continuous improvement by providing access to avenues for Skyliners to contribute their ideas/ input / testing new ideas and new ways of working • Creating a culture of openness and inclusion that will encourage diversity of thought, create a space for debate, allow Skyliners room to think differently whilst actively listening to underrepresented opinions and quiet voices. •
Quality & Guest Service	Ensure any actions, projects or proposals consider and proactively support the priorities of the Skyline Sustainability Framework:  People Caring for our people, our communities and our customers  Place A light footprint on the land, guardians of our places  Prosperity A value-driven responsible business •
Social, Environmental & Governance Sustainability	Ensure a personal and organisational commitment to, and delivery against, health and safety (Safe Place, Safe People, Safe Practices) and sustainability objectives. • Take responsibility for meeting Skyline's obligations in workplace health and safety by making sure own actions keep yourself and others safe • Conduct your work in a safe and reliable manner, adhering to Skyline's H&S procedures • Champion and advocate H&S where appropriate in your everyday interactions • Undertake H&S administrative processes as required.

Knowledge, Experience & Qualifications

Essential	• Experience in payroll administration in a medium to large organisation (preferred). • Experience in using sophisticated Payroll Information Systems. • Proficiency in using spreadsheets and other Microsoft applications. • Knowledge of relevant legislation. • High level of numeracy, accuracy, and attention to detail. • Ability to quickly understand and learn new systems. • Ability to meet deadlines. • Ability to work effectively as part of a team and independently with minimal supervision. • Ability to understand and interpret	Desirable	•
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	employment agreements and relevant policies.		
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Person Specification / Key Attributes

Essential	- Strong interpersonal skills and the ability to communicate with a broad range of stakeholders - Process orientated with a continuous improvement mindset	Desirable	
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Change of Position Description

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment. This position description may be reviewed and amended from time to time during your employment after consultation with you.

Employee Name:	
Employee Signature:	
Date:	