**POSITION DESCRIPTION**

South Canterbury District Health Board (SCDHB) is committed “to enhance the health and independence of the people of South Canterbury”.

|  |  |
| --- | --- |
| Position | Payroll Administrator |
| Department | Payroll |
| Responsible to | Finance Manager |
| Location | Payroll Department - SCDHB |
| Hours of Work | 40 hours a week Monday - Friday (as agreed between 0730-1800) |
| Organisational Values: | I CARE   * **I**ntegrity * **C**ollaboration * **A**ccountability * **R**espect * **E**xcellence |

|  |
| --- |
| **MISSION STATEMENT** South Canterbury District Health Board (SCDHB) is committed “to enhance the health and independence of the people of South Canterbury”  The role of the Payroll Administrator is to provide support in the area of payroll that will contribute to the overall efficiency of this area to the South Canterbury District Health Board. |

**PERSON SPECIFICATIONS**

|  |
| --- |
| * Competent with the use of Microsoft applications. * Ability to input accurately into Payroll System and generate standard reports. * Embraces opportunities for ongoing organisational related education and training. * Genuine affinity for interacting with members of the public, colleagues and outside agencies. * Sound organisational and planning skills. * Effective communication and interpersonal skills. * Effective time management skills. * Able to work appropriately with minimal supervision. * Maintain confidentiality. |

**Key Organisational Responsibilities How Success Will Be Measured**

|  |  |
| --- | --- |
| **Interpersonal Relationships**   * Demonstrate a professional, positive attitude towards colleagues, department managers, clinicians, potential employees, outside agencies and other stakeholders at all times. * Effectively use and encourage/develop conflict resolution skills, including mediation, in a pro-active and efficient manner to improve and maintain strong interpersonal relationships with all stakeholders | * Performance appraisal indicators reflect achievement of positive relationships, improvements in areas of challenge and strategies in place to assist departments |

|  |  |
| --- | --- |
| **Quality Improvement**   * Demonstrate a positive personal commitment to the culture of continuous quality improvement by ensuring quality values are integrated into personal daily practice * Actively contribute to the implementation and ongoing maintenance of continuous quality improvement processes in their area according to a planned annual programme * Support quality improvement activities in all departments/areas of the SCDHB health service | * Quality targets measured in HR audits * Personal contribution to Quality improvement is measured in performance appraisals |

|  |  |
| --- | --- |
| **Health & Safety**   * Understand and apply the principles of Health & Safety/Risk Management to recognise and respond pro-actively to potential risk within the organisation * Work towards creating an atmosphere where staff support each other and workplace violence and bullying is not tolerated * Support Health & Safety/Risk Management improvement activities in all departments/areas of the SCDHB health service | * Strategic and annual objectives are met in the area of Health & Safety / Risk Management within the Payroll department |

**Key Organisational Responsibilities How Success Will Be Measured**

|  |  |
| --- | --- |
| **Data Entry** | * Payroll Data entry completed to a high standard – prompt, accurate and error free with prompt attention should alterations be required. * Has the ability to learn new terminology and technology in a changing environment. |

|  |  |
| --- | --- |
| **Teamwork** | * Uses initiative to support and encourage the success of the Service. * Fosters a positive work environment by role modeling professional behaviour in a team environment. * Assists other staff when and where necessary to contribute to the efficient and effective operation of the service. * Assists in the training of new staff, relief staff, colleagues and contractors. * Assists in promoting a culture of continuous quality improvement by participating in quality assurance activities. |

|  |  |
| --- | --- |
| **Liaison with internal and external clients of the South Canterbury District Health Board.** | * All face to face and telephone enquiries are effectively and efficiently dealt with demonstrating a high level of respect, sensitivity and competency to the situation. * Communicates sensitively with those from other cultures with an emphasis on the implications of the Treaty of Waitangi within the Health Sector. * Greets and directs people to appropriate areas in a warm and welcoming manner |

|  |  |
| --- | --- |
| **Time Management** | * Assesses, prioritises and organises to achieve targets and objectives * Informs Manager appropriately of delays or potential issues. * Successfully manages situations associated with a busy office environment. |

**Key Organisational Responsibilities How Success Will Be Measured**

|  |  |
| --- | --- |
| **Problem Solving** | * Clarifies problems, identifies facts and responds by addressing or redirecting as appropriate. * Finds satisfactory solutions by investigating alternatives. * Seeks advice and approval when applicable. * Is objective and considers all points of view. |

|  |  |
| --- | --- |
| **Confidentiality** | * Upholds an impeccable professional standard of confidentiality. * Complies with legal requirements relating to information regarding other staff, clients and family/whanau. |

|  |  |
| --- | --- |
| **General** | * Well presented, courteous and punctual. * Undertakes any other duties consistent with the above Position Description as directed by Payroll Administrator or General Manager, Human Resources/Workforce. |

|  |
| --- |
| **Specific Roles and Responsibilities of Payroll Co-ordinator**   1. Verify information and process timesheets, input information, verify input is correct and assist the payroll administrator in the validation of the pay run. 2. General payroll administration to ensure accuracy of payroll information by updating information received e.g. tax codes, bank accounts and salary changes. 3. Generate standard payroll reports. 4. Responsible for payroll in the absence of the Payroll Administrator. 5. Ensure that the payroll administrator is kept up to date on the progress of all partially completed jobs and advise when ad hoc jobs are completed. |

|  |
| --- |
| Payroll Duties include :   * Data entry * Employee master file changes * Company master file changes * Preparation for payment on the 15th of the month and the last day of the month returns to IRD * Transferring files on the 15th of the month and the last day of the month to IRD * Checking payroll data entry * Checking payroll edits * Checking trial pays before payroll finalisation * Preparing KiwiSaver forms for new staff and for those members joining KiwiSaver, forwarding forms to IRD * Preparing direct credit schedules * Updating new contracts * Completing information requests for external agencies including DHDSS * Distribution of timesheets and payslips * Printing a list of all master file changes monthly * Updating PAYE spreadsheet * Maintaining superannuation records * Checking new employee start ups * Maintaining sick leave records * Filing in employee files and any other area which is required * Transferring data to Finance Department * Preparation and distribution of reports at financial month end * Generating standard payroll reports. * Checking clearing accounts at the financial month end * Prepare a list of payments to be made for Finance Department and when cheques return post out with schedules at Financial month end * Answering inquiries either by phone or at the counter * Entering payroll adjustments * Preparing adjustment payroll runs * Terminating employees from the Payroll System * Checking monthly for staff who will be due an annual increment in the following month and action accordingly * Testing and installing upgrades to the payroll system * Cover in the Payroll Administrator’s absence * Any other duties that may be deemed to be payroll related |

**Employee:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ / \_\_\_ / \_\_\_

(Signature) Payroll Administrator Date

**SCDHB** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ / \_\_\_ / \_\_\_

(Signature) Ric Neuhoff GM HR & Workforce Development Date