



Position Description: Payroll Technician

Our Commitment

We believe that, by supporting individuals and whānau as they work to answer their greatest needs and achieve their life goals, we can see entire communities transformed.

We are committed to supporting the vulnerable in our communities through the provision of support services that provide housing, training and employment, food support, counselling, financial mentoring, in-home healthcare and early childhood education and learning.

Visionwest's Payroll team provides a comprehensive payroll service to ensure that Visionwest employees and other contractors are paid correctly and timely, and that all of the statutory obligations of the Trust are met.

Our Visionwest Te Tiriti o Waitangi Policy affirms Visionwest's commitment to our responsibilities under Te Tiriti o Waitangi and its intention to ensure Te Tiriti principles of Partnership, Participation, Protection and Equity are understood, applied and reflected across the organisation. Visionwest aspires to embody the wairua of Te Tiriti in its internal relationships, in its relationships with whānau, local Iwi, Hapū, Māori Service Providers and with other faith-based organisations working for equity, Māori aspirations and responsiveness to whānau hardship. This relationship is intended to be one of warmth, hospitality, and reciprocity, one that promotes equity, knowledge sharing and collective benefit.

Purpose of the Role

- To work as a team to ensure all Visionwest employees and other contractors are paid correctly and timely, and that all of the statutory obligations of the Trust are met.
- Contribute to the outcomes for the Payroll team, working collaboratively, contributing to process and workflow improvements and capacity building.
- Contribute to the delivery of the strategic outcomes of Visionwest Community Trust, working within the values of the organization.

Key Relationships

Service and Team:	Finance service, Payroll team
Reports to:	Payroll Team Leader
Key internal relationships:	<ul style="list-style-type: none">• Team manager and members• Staff and volunteers of Visionwest and Glen Eden Baptist Church
Key external relationships	<ul style="list-style-type: none">• Contracted service providers• Clients (for insourced payroll)• Inland Revenue Department• ACC• Work and Income NZ• Payroll service providers• Payroll system vendors• Government departments and agencies

Role Responsibilities

Team and Organisation

- Work collaboratively with the team in keeping with Visionwest's identity, culture and mission, contributing to a team environment where people have a clear purpose, are supported, and are healthy and engaged.
- Participate in team based, and organisation-wide, culture, engagement and learning activities, and encourage others to participate.
- Work collaboratively with internal stakeholders outside of team contributing to a mutually supportive work environment where both parties outcomes are met.
- When required, liaise/work with external stakeholders and agencies, representing the organisation in keeping with Visionwest's culture, values and kaupapa.

Task Management

- Carry out payroll, analytical and administrative tasks, and other general tasks from time to time, as directed by Line Manager that contribute to the team meeting its outcomes.
- Monitor and analyse pay run reports
- Maintain accurate payroll records for employees
- Ensure tasks assigned are carried out effectively, efficiently and timely.
- Work within stipulated parameters and budgets.
- Work within the framework set out in the Policy and Procedures documents for the service and organisation, sector standards, funding contract requirements, relevant legislation and guidelines.
- Contribute to the continuous improvement and capacity building within the team, including proposing new and innovative ways to improve outcomes.
- Provide support for plans and proposals for new projects as requested by line manager.
- Communicate clearly and timely with line manager regarding progress, achievements, risks and challenges.
- Provide accurate, reliable and timely reporting as requested by the line manager.

Personal Expectations

- Have a learning attitude and actively seek opportunities for personal and professional development (both internally and externally).
- Display an attitude that offers support and encouragement to others in the team.
- Be proactive in own practices to ensure a safe working environment for own self and colleagues including prompt reporting of accidents, incidents, and hazards.
- Ensure that the vision, mission, and values of the Trust are reflected in own work practices and workplace relationships (internal and external) including working from a kaupapa Māori framework.
- Manage confidential information in an appropriate way to ensure it remains confidential and meets Privacy legislation as well as organisational requirements.

Expected Outcomes

- The Payroll team is well supported by this role in meeting its strategic and day to day outcomes.
- All Visionwest employees and other contractors are paid correctly and timely, and that all of the statutory obligations of the Trust are met
- The vision, mission and values of the Trust are evident in daily work practices.
- Collaborative work practices are evident with mutually beneficial outcomes for:
 - Team and colleagues
 - Internal stakeholders
 - External stakeholders
- Visionwest’s Kaupapa Māori practices are integrated into work practices.
- Income and expenditure meet budget expectations.
- Client service and sector standards are met

Role Competencies

- Accountability for own day to day tasks requiring knowledge of processes and procedures within a work area – administrative or support role.
- Explain procedures, requirements, resolve enquiries, carry out varied range of client/customer transactions.
- Judgement for interpreting procedures and resolving minor problems.
- Interpersonal skills for explaining things to people or understanding others in a client/customer service setting.
- Apply knowledge in an independent manner.
- Administer/apply workplace procedures and processes to meet client/customer requirements.
- A commitment to Te Tiriti o Waitangi and Visionwest’s ongoing Kaupapa Māori journey.
- A desire to support those who are facing challenging circumstances in their lives, with a commitment to the vision, mission and values of Visionwest Community Trust, and an ability work within the objectives as set out in the Trust Deed.

Any of the accountabilities, reporting relationships, or other matters, which are specified above, may from time to time be altered by the Trust/ Visionwest Community Trust following consultation with the role holder.

Qualifications & Experience:

- Minimum of 2-4 years previous administration and/or customer support role experience.

Objectives of Visionwest Community Trust <https://visionwest.org.nz>

Approving manager:	
Version date:	

Employee Declaration:

*I have read and understand the Position Description for **Payroll Technician** and accept it.*

Name:

Signature:

Date: