

Job Advertisement – Payroll and Accounts Officer

- South Auckland location away from the hustle and bustle of the city. FREE parking in a safe area!
- Start the new year off with a new role. You will receive a thorough handover!
- Permanent position, 0.9 – 1.0 FTE (72-80 hours per fortnight), Monday - Friday

Te Mahi/The Role...

As our Accounts & Payroll Officer, you will manage the organisation's payroll functions, ensuring pay is processed on time, accurately, and in compliance with government regulations.

Some of your core responsibilities will include:

- Capture and maintenance of employee data
- Ensuring all timesheet & fortnightly payroll transactions are processed efficiently via MYOB/IMS
- Management of statutory deductions, payments, leave balances, etc.
- Liaison with all staff, managing queries swiftly and appropriately
- Accurately coding and timely processing of invoices, maintaining control over the use of the Xero Accounting System
- Undertaking all bank reconciliations & cash management, preparing & filing IRD returns, reconciling credit cards and tracking organisational fixed assets
- Co-ordinating centralised purchasing
- Conducting various financial analysis as requested, filing & historical archiving
- Assisting on special projects and liaising with auditors as required
- Maintaining fortnightly and month end payroll journals

Note: Due to its location, this role is covered by Government Orders for mandatory vaccination against COVID-19.

Te Tangata/The Person...

We are looking for someone who is community minded and is as passionate about what we do, as we are. You will need to have a positive attitude and a meticulous approach to your work. We would also love to see:

- Proven experience working in a payroll position
- Confidence in preparing accurate monthly financial statements & reports
- Experience of MYOB/IMS(Payroll) and Xero, and intermediate level MS Excel capability
- Knowledge of best practice legislative requirements for payroll, including basic employment law
- Flexible and approachable demeanour, a calm & balanced problem solver, comfortable with working to deadlines
- Tertiary studies/quals in Accounting, Finance or Business Administration would be advantageous

Why should you join Tōtara Hospice?

- There is no 'I' in 'Team' here. We work collaboratively across all departments to achieve the same goal: To provide leading edge palliative care services to patients and whānau within the South and Southeast Auckland community. You will become a valuable member of our People & Capability Team but will have touch points with various internal and external stakeholders associated with the organisation

- We are a member of **Diversity Works NZ**. We value diversity and inclusion and are committed to providing equal employment opportunities to those of all backgrounds and identities. We are also a proud supporter of the **Silver Rainbow** programme, ensuring the needs of the rainbow community in our sector are understood and met
- Along with free parking, we have an on-site café serving hot and cold beverages and delicious food to keep you fuelled. There are modern facilities to enjoy along with beautiful gardens to have your lunch in the sunshine

To apply for this position, click the 'Apply' button now to submit your CV and Cover Letter letting us know why you want to work at Tōtara Hospice and why you are the most suitable candidate for the job. We encourage early application as the vacancy will close once we find the right person.

If you should have any questions prior to your application, please contact Tara at hr.team@hospice.co.nz

Tōtara Hospice as an organisation does not conscientiously object to anyone accessing their rights under the End-of-Life Choices Act that passed into law on November 7th this year. Our focus will remain, as it always has been, on delivering to the needs of our patients and whānau. We will respect and support patients who choose this option.