

Job Description



JOB TITLE: Finance & Payroll Executive	
LOCATION: Auckland HQ	
POSITION TYPE: Permanent Full Time	WORKING HOURS: Mon-Fri (Flexitime)
REPORTS TO: Finance Manager	

Purpose

The mission is to be responsible for managing the fortnightly Payroll process for all Haka House Management Limited Employees (150-170 approx.) as well as provide support to the finance team with various transactional finance duties.

You will support the finance team by ensuring that accounts payable and receivable information is recorded accurately and in a timely manner to allow Haka to provide exceptional reporting and finance services to our internal and external stakeholders.

Furthermore, this person will represent Haka House with the highest levels of professionalism and integrity, and in accordance with established policies and procedures.

Responsibilities

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Skills / Qualifications

- 2+ years payroll experience
- End to end payroll experience (preferred)
- Accounts payable and receivable experience
- Sound knowledge of basic accounting systems and practices, local/international
- Computer literacy with commonly used systems

Key Working Relationships

Internal:	<ul style="list-style-type: none">○ Finance Team○ Head of People & Capability○ Operations Managers○ Director of Operations
External:	<ul style="list-style-type: none">○ 2+ years payroll experience○ End to end payroll experience (preferred)○ Accounts payable and receivable experience○ Sound knowledge of basic accounting systems and practices, local/international○ Computer literacy with commonly used systems

Performance Metrics

Key Deliverable	Means of Achieving
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Payroll Process	<ul style="list-style-type: none"> ○ Carry out the end-to-end fortnightly payroll process ensuring good customer service, accurate processing, and timely execution of tasks. ○ Using Zambion, this role is responsible for ensuring full compliance during the payroll process, including having knowledge of PAYE, income tax, KiwiSaver and all applicable legislation when applying. ○ Inputs all payment information for employees into payroll system, i.e. ensuring annual leave, sick leave or leave without pay are input accurately and in a timely manner ○ Received, checks, records and files payroll related forms checking on errors and missing data as completing. ○ Contribute to the efficient roll out of our new suite of software systems including but not limited to: Sun, Zambion and Future Log. This will also include assisting in the migration of our legacy systems such as Xero, IPayroll etc
New Employees	<ul style="list-style-type: none"> ○ Works closely with People & Capability department, ensuring all new starter paperwork is received on time and is complete ○ Ensures when receiving this information, it is checked thoroughly, bank account details and IRD and KiwiSaver forms are provided for all employees and have the necessary consent signatures ○ Accurately inputs all new starter information into the fields required, including employee full name, role, position, remuneration, etc.
Reporting	<ul style="list-style-type: none"> ○ Generates all payroll related reports on a daily, weekly and monthly basis as required ○ Runs and provides accurate and up-to-date Zambion reports for Managers as required or to support information provided to them ○ Ensures that all payroll reports are accurate and forwarded to the relevant departments within the required time frame
Compliance	<ul style="list-style-type: none"> ○ Ensures that all IRD deductions are accurate and compliant. ○ Ensures that all other payroll-related compliance and deductions (ACC, WINZ etc.) are completed in a timely manner. ○ Communicating with government departments as and when required
Communication	<ul style="list-style-type: none"> ○ Personal uptake of cultural training opportunities and Te Reo ○ Clear, smooth communication with direct reports, stakeholders and other Haka verticals.
Health & Safety	<ul style="list-style-type: none"> ○ All health & safety protocols are adhered to. ○ Understand and adhere to all Haka H & S procedures and policies ○ All incidents are reported using the incident reporting form ○ Report any major incidents using the incident management table without delay
Core Values	<p>Alignment with our core values is assessed by an annual 360-degree employee feedback process.</p> <p>Our values are:</p> <p>Whanau The Haka family trust one another, treat each other well, and put equality and honesty at the heart of all we do.</p> <p>Aotearoa Proud We care deeply about this land, and we aim to work as a company to share the unique culture, geography and history of Aotearoa by still respecting the land. Huge strides leaving few footprints. From encouraging customers to</p>

recycle to continuously learning and sharing your knowledge of culture, history & geography to our guests.

Keeping it Real

We owe our big success to our small company roots, and to the genuine, fresh attitude that keeps us grounded and relevant. No egos, no bull.

Purpose-driven

Combining our collective expertise, paying attention to detail and aiming sky-high is our winning recipe and the secret to our success.

One In a Million

At Haka it's of the utmost importance we deliver the best customer experiences and great customer service. Our customers are as individual as fingerprints, and we strive to create flexible, personalised products and services that make everyone feel included, whether they're 18 or 80.

Reach For It

Boundary-pushing isn't just for our adventure tourists - it's our key to innovation and staying ahead of the pack. If it can be done better, we'll always find a way.

Sense of Place

We take pride in our sense of place and celebrate the alignment between our brand and every location a Haka House calls home.