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## **Schedule A – Position Description**

**Position Title:** Payroll Assistant - Alexandra

**Reports to:** Administration Manager

**Direct reports:** N/A

### **General**

Seasonal Solutions is a grower based Cooperative providing temporary and permanent seasonal workers to the horticulture and viticulture industry in New Zealand. This source of labour comes from Kiwi job seekers, backpackers and workers under the Governments Recognised Seasonal Employment (RSE) scheme. The Cooperative commenced in 2004 in Central Otago and has been operating in the Marlborough region since 2006. In 2014 the company commenced operations in Canterbury. We administer a \$30M payroll across these regions per year.

The Payroll Assistant will ensure that Seasonal Employees are paid accurately and on time and will liaise with members to ensure that timesheet data supplied accurately reflects work performed by each worker.

### **Purpose**

The Payroll Assistant will maintain an exceptional level of accuracy and attention to detail when inputting data to ensure that payments to workers and invoices to members are correct.

### **Duties**

#### **Xero Invoicing, Platinum Payroll and Data entry:**

- Ensure that all required information is entered into appropriate spreadsheets:
  - Set up Member information spreadsheet
  - Assist in maintaining spreadsheets for deductions and related payments (e.g. accommodation providers, travel expenses, medical insurance etc.)
- Transfer emailed timesheet data to RSE Payroll spreadsheets
- Invoice Members using Xero from RSE payroll spreadsheets
- Import data as required to Platinum Payroll

- Liaise with orchard/vineyard supervisors as required to ensure data is on time/correct and resolve any anomalies (e.g. work days missed to investigate reasons for absence)

#### **Other Payroll Administration:**

- Check documentation supplied for accuracy and that all details are completed/signed
  - Including but not limited to insurance cards, Health and Safety documents, cash advances and completed pack for each worker
- Verify passport names/numbers against existing data to ensure consistency (spelling, DoB, visa details etc.)
- Liaise with Health and Safety Manager to collate all ACC documentation and ensure correct payments are made via payroll
- Ensure correct distribution of payslips to operations team

#### **Relationship Management**

Maintain and enhance the following key relationships on behalf of the company and workers:

- Cooperative members and their representatives
- Other Seasonal Solutions staff including Managers and Advocates
- Southern Cross Health Insurance and their representatives
- Accommodation and vehicle providers

#### **Administration**

- Complete own timesheets in a timely manner
- Telephone calls, e-mails and phone messages are handled professionally and in a timely manner
- Scanning, filing and general administration as required
- Maintain a clear desk policy with files being stored out of sight from visitors
- Attend and participate in staff meetings as applicable.

#### **Other Information**

- Ensure that the company maintains a positive profile within the communities in which it is active.
- These duties are not limited to those listed and may involve other duties from time to time.
- The Employer will consult with you should the purpose and duties in this job description require changing.

#### **Skills/Qualifications**

Excellent Excel skills are essential. Meticulous attention to detail is critical. Ability to work as part of a small, close knit team who support each other to ensure that work is completed on time and accurately. Liaison with cooperative members, workers and the rest of the management and support team is important. Needs to enjoy working with people from a wide range of cultures and backgrounds.