Law at the speed of life
Anthony Harper

Payroll Administrator

- Auckland
- Part Time
- Reporting to People and Culture Manager

A little about us:

Anthony Harper is a top, internationally ranked, award winning law firm. With offices in Auckland and Christchurch we work with some of the largest national and international clients helping them advance their business goals.

About the opportunity:

We are looking for an enthusiastic and proactive Payroll Administrator to join our People and Culture team! This is a permanent part-time role 4 days per fortnight, with some flexibility around days and hours worked.

You will have full ownership of the end to end processing of payroll each fortnight and will ensure payroll is processed accurately and in a timely manner. The position also involves quality checking, report generation, records management and administering filing of PAYE and other compliance returns. You will be confident building internal relationships and working with our external stakeholders (ACC, Inland Revenue). You will help drive process improvement and your proven payroll experience will mean you can hit the ground running.

How to stand out:

We are looking for someone that has a minimum of three years payroll experience. In addition, the ideal candidate will have:

- Sound knowledge of NZ Payroll legislation and the Holidays Act
- Experience with iPayroll, and BambooHR preferred, but not essential
- Excellent communication and interpersonal skills
- A strong customer focus and a high level of attention to detail
- Proven proficiency in Microsoft Office with strong Excel skills
- A hands-on proactive approach with a desire to solve problems and improve processes

You'll be an integral part of a small team, in a supportive and collaborative environment. You'll have the opportunity to use your technical expertise and we can offer flexibility around the when and where.

If you think you have what it takes to be part of our team please apply now.