



Payroll Advisor

Finance

Team:	Payroll Team	Location:	Wellington
Reports to:	Payroll Manager		
Role Type:	Fixed Term		

About Us

KiwiRail’s Role in Aotearoa, New Zealand

KiwiRail, a proud State-Owned Enterprise, delivers sustainable and inclusive growth for our customers, communities, and people.

For more than 150 years, rail in New Zealand has connected communities, delivered freight and passengers around the country, and showcased our spectacular scenery to the world. Our purpose—Hononga Whaikaha, Oranga mo Aotearoa (Stronger Connections, Better New Zealand)—speaks to connection with our customers and the future needs of their businesses, connection with the communities we serve and operate in, and connection with each other. KiwiRail is carrying this legacy into the future, delivering connected rail and shipping transport services that create economic, social, and environmental value for New Zealand and New Zealanders.

Our Workplace

At KiwiRail, our values define the behaviour we expect from everyone. We have a team of over 4500 people, and every connection we make with each other, our union partners, our customers and all our stakeholders must be of the highest standard.



Safety, health, and well-being are our number one priority, ensuring our people return home safe and healthy every day.

About the Role

Purpose of the role

KiwiRail is in a phase of significant transformation to modernise and grow our rail and Interislander ferry services in Aotearoa.

The Payroll Advisor is responsible for the end-to-end processing of KiwiRail's payroll, ensuring accuracy, compliance, and timeliness across all payroll activities. This includes the collection, calculation, validation, and input of employee data, as well as maintaining payroll records and producing reporting for internal and external stakeholders. The role contributes to payroll-related projects, provides expert advice to stakeholders, and helps ensure KiwiRail meets all statutory and organisational obligations. As part of a collaborative payroll team, the Payroll Advisor also supports cross-coverage and deadline management while modelling safe and responsible behaviour in line with KiwiRail's values.

Key Accountabilities

Within the area of responsibility, this role is required to:

Operational Performance

- Interpretation of legislation and staff agreements (both individual and collective)
- Updating employee records for promotions, transfers, pay rates, deductions, new employees, contact details, terminations
- Producing direct credit file to send to the bank for payment of wages
- Answering and resolving queries from staff
- Conduct review of timesheets before data entry for accuracy
- Processing timesheets
- Work with the other payroll team members and Managers to ensure cross cover of fortnightly payroll processing.
- Provide payroll reporting for external and internal requirements
- Other duties as required.

Projects

- Contribute and support the Payroll Manager on Payroll related projects.
- Support the team with implementation of contract changes, regression testing, or other payroll activities as required.
- Provide assistance to the Internal and External auditors with their queries and requirements.

Relationship Building

- Respond to enquiries from key external and internal stakeholders
- Provide the wider business with any support needed relating to Payroll matters.

Leadership

- Understand, and work with the HR and Finance teams to ensure that KiwiRail complies with legislation particularly employment and tax legislation.
- Develop partnerships with relevant internal and external organisations.

Key Challenges

- Maintaining accuracy under tight deadlines while managing high volumes of payroll transactions.
- Interpreting complex and variable entitlements across multiple agreements and staff types.
- Supporting payroll transformation projects while sustaining core processing and compliance.

Key Relationships Here are the key relationships relevant to this role		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Internal	Finance Team		✓	✓	✓
	People and Culture Team		✓	✓	✓
	Managers and People Leaders across KiwiRail		✓	✓	✓
	Payroll Manager and wider payroll team		✓	✓	
	Corporate IT		✓	✓	
	KiwiRail Employees		✓	✓	✓
External	Payroll Software provider (Fusion 5)			✓	✓
	Statutory Authorities (IRD, MBIE, Ministry of Justice etc)		✓	✓	
	Unions (and Representatives)		✓	✓	
	Auditors		✓	✓	

What you will do to contribute

Health Safety and Wellbeing	• Role model safe behaviours and contribute to a culture where safety is a priority. • Identify and report potential risks related to payroll data, leave, and entitlements. • Process pays correctly to reflect wellbeing entitlements such as leave. • Participate in safety conversations and uphold KiwiRail's safety expectations.
Customer Focus	• Provide clear, professional support to employees and managers regarding payroll matters. • Respond promptly to internal and external queries with a service-oriented approach. • Tailor payroll reporting and support to the needs of stakeholders. • Seek feedback to improve employee experiences with the payroll process.
High Performing Teams Skills	• Work closely with Payroll colleagues to ensure seamless service delivery. • Provide support and guidance to team members as needed, sharing knowledge and expertise. • Contribute to a team culture of openness, respect, and continuous improvement. • Help manage shared deadlines through effective collaboration and communication.
Commercial Acumen	• Produce payroll reports that support financial insight and compliance. • Identify errors or discrepancies early and resolve them to avoid downstream impacts. • Understand the business impact of accurate payroll delivery and financial integrity. • Support projects that enhance payroll system performance and efficiency.
Technical and System Capability	• Interpret legislation and apply entitlements in line with CEAs and individual agreements. • Support payroll projects, including regression testing and system upgrades. • Produce direct credit files and verify transactions for payroll completion. • Manage and update system data accurately, ensuring clean and auditable records.

Decision Making

This role is responsible for the accurate and timely execution of payroll within established systems and processes. While there are no financial or staffing delegations, the role exercises judgement in applying payroll policy, resolving discrepancies, and determining when to escalate issues.

Human Resources Delegations	Nil
Direct reports	0
Finance Delegations	0
Budget (operating and capital)	0
Travel Delegations	Nil
Statutory powers	Nil

Physical demands and the nature of work

This role is administration-based and requires:

- prolonged sitting and high computer usage
- carrying of laptop and paperwork when alternating between home and office
- limited lifting of up to 7 kg archive boxes

Your role may include other tasks suited to your level, as your manager directs. This job description shows your current duties. We'll review and update it with you if your responsibilities change.

About you

Knowledge and experience

- Experience in payroll data with the ability to produce payroll reports.
- Extensive knowledge of Payroll/HR related legislation and compliance.
- 3-5 years' experience working in a complex in house payroll environment.
- Experience working with Microsoft Office Products, particularly Excel.

Desirable:

- Experience working with the Jade Star payroll system.
- Experience with payroll systems making changes and regression testing with upgrades
- Has working knowledge of the Holidays Act

Qualifications

You need either:

- Secondary School Qualification
- Tertiary qualification in business/ finance or related discipline.