

Payroll Systems Analyst

Finance

Title: Payroll Systems Analyst
Division: Finance
Location: Wellington
Responsible to: Finance Manager
Date: March 2025
Code: TBC

Purpose

MetService has undertaken a project to replace its payroll and HR system. This role will be central to the success of the project by providing expertise and support for migration of data; assisting with the configuration and testing of the new system; and taking the lead on reporting and documentation.

Accountabilities

Key Responsibility Areas	
Successful migration of data from the old system to the new	<ul style="list-style-type: none">• Responsible for the data migration from Preceda into the new system. Ensuring accuracy is maintained and the transition is well documented.• Managing the testing of data loads during the upgrade and responsible for the data load into production at point of go-live.
Configuration and testing of the new system	<ul style="list-style-type: none">• Support the team with configuration and setup of the new payroll system.• Support the team with configuration and setup of the new HR modules.• Assist the project team with the setup of each user's system interface.• Assist with the setup and integration with the time and attendance software.• Take the lead in testing the configuration and setup of the new payroll system and HR modules.
Reporting and data extraction of the new system	<ul style="list-style-type: none">• Following on from the data migration work, this role will setup the reports required for each user group. Further, ensuring that the existing reporting from Preceda is covered in the new system.• This accountability will include assistance of setting up, testing and reconciling the two main reports required by the finance team.

User documentation and end user support	<ul style="list-style-type: none"> • Develop relevant documentation for super users, and end users. • Support the project team with providing training to end users. This will include but isn't limited to, the production of training material and assisting with questions from end users.
Other project related tasks.	<ul style="list-style-type: none"> • Undertake other duties and project work as required and agreed with Manager or delegated substitute.
Health & Safety	<ul style="list-style-type: none"> • Is familiar with the Company's current Health & Safety Commitment, including the safety of all aspects of workstation set up and use of computer equipment. Information on other Company policies and procedures can be obtained from MetService. • We remind you that you are required by law to take all practicable steps to ensure your own safety while at work and that to ensure that your actions or inactions do not cause harm to any other person.

Key Relationships

Internal:

- HR System Users
- Finance Team
- People Team
- Programme Office Manager and Project Managers
- Digital Team

External:

- Payroll System Providers

Staff Responsibility:

Direct Report: 0
 Indirect Report: Nil

Financial Responsibility:

Budget: Nil
 Delegated Authority: Nil

Person Specification

Knowledge, Skills & Qualifications:

Essential:

- An appropriate tertiary qualification and at least 2 years business experience.
- Strong analytical skills and experience. In particular, working with Excel.
- A solid understanding and practical knowledge of the payroll process and life cycle
- Has experience of working as part of a payroll upgrade project.
- An understanding of or prior experience of working with Preceda and / or iChris.
- Excellent problem solving, attention to detail and documentation skills.
- Ability to reconcile differences in large data sets and identify corrective measures.
- Demonstrate ability to keep records and information confidential as well as properly maintained.
- Operates with a high degree of accuracy.
- Employs a team player and can-do attitude. Ready and willing to contribute to a team effort.
- Strong communication skills. Must be able to keep various stakeholders informed via appropriate and timely communication.
- Ability to work to deadlines and communicate, work with the team when the deadline is likely to be missed.

Desirable:

- Knowledge of HR systems.
- Experience working on a project.

Our Values	Values in Action	Values Descriptor
<p>ADAPTABILITY AND FLEXIBILITY</p> <p>To be flexible and adaptable in response to, and ahead of, changes in conditions and stakeholder needs.</p>	<p>Embrace Change</p> <p>Optimise our Business</p>	<p>Recognises that change is at the core of our business. Knows how to make change work, by thinking ahead or being open minded to new ideas.</p> <p>Makes the most of our business opportunities. Is responsive, makes smart decisions and positions our business to achieve its goals.</p>
<p>THE POWER TO SHINE</p> <p>Having the skills, abilities, drive and support to do a great job.</p>	<p>Recognise Success</p>	<p>Takes the initiative to bring out the best in themselves and others. Celebrates successful outcomes.</p>
<p>EVERYONE IS VALUED</p> <p>To appreciate equally the value of everyone working at MetService and their individuality.</p>	<p>Collaborate</p> <p>Respect All</p>	<p>Actively contributes to a work environment where together we achieve our goals. Openly communicates and cooperates with colleagues, customers and suppliers.</p> <p>Recognises and shows a genuine appreciation for the strengths and opinions of others. Engages in debates in a respectful manner.</p>
<p>ACHIEVEMENT</p> <p>To achieve something noteworthy and admirable through meeting challenges both personally and professionally.</p>	<p>Take Ownership</p>	<p>Takes responsibility for their own decisions and actions. Always works with the best business interests of MetService at heart.</p>

FREEDOM TO ENJOY LIFE

Working for a financially successful company with a sustainable future.

Support Growth

Future focused or an advocate for continued improvement where we learn from experiences and mistakes.

Enable Innovation

Supports a climate of creativity and new ways of doing things.