

Accounting Assistant/Payroll

13 Months Fixed Term

FBT, ESCT, PAYE, IRD, GL – if you talk this language then we need you!

Methanex New Zealand Ltd is offering the opportunity for an experienced, pro-active individual who can “hit the ground running” and demonstrate significant prior experience within Payroll functions.

You will have proven experience with the Holidays Act, PAYE payroll calculations, IRD payments, benefit payments and payroll reporting. You will also be conversant with month end journal entries, and reconciling general ledger accounts.

You will have intermediate Microsoft Excel & Word skills and be experienced in using payroll systems. Prior experience using the PayGlobal payroll system will be an advantage, however this is not essential. You will be a strong organiser, have the ability to prioritise, and have outstanding attention to detail.

Attached you will find the Position Description for this position. You will also need to return to the [Job Opportunities](#) page and either print or download a copy of our Application Form.

NB: Only applications received on the official Methanex Application for Employment form will be considered. Please also enclose a copy of your current Resume/ Curriculum Vitae.

Completed applications should be emailed to jobsnp@methanex.com or posted to:

Mandy Evans, HR Advisor
Methanex NZ Limited
Private Bag 2011
New Plymouth 4342

If you have any queries regarding this position please call Mandy Evans, HR Advisor, on (06) 754-9719 or email jobsnp@methanex.com

For further information on Methanex please refer to www.methanexfutures.co.nz

Applications must be received by 4.00pm, Monday 13th February, 2012



A Responsible Care® Company

POSITION DESCRIPTION

POSITION INFORMATION

Position Title: Accounting Assistant, Payroll (Fixed Term)	Date: January 2012
Incumbent: Vacant	Department: Finance
Reports To (Title): Supervisor, Financial Accounting	Approved by (Title) Manager, Finance
Signature:	Signature:
Date:	Date:

PURPOSE

- To administer the Payroll for Methanex New Zealand.
- To ensure accurate and timely performance of the various General Ledger and Taxation functions.

DIMENSIONS

Delegation of Authority	- Direct Operating Expense	\$0
	- Petty Cash / Stores Issue	\$0
	- Visa Purchasing Authority	\$0
Number of Direct Reports	- Employees	0
	- Contractors	0
Number of Indirect Reports	- Employees	0
	- Contractors	0
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KEY ACCOUNTABILITIES	RESULTS/DELIVERABLES
Payroll	<ul style="list-style-type: none"> • Maintain an in depth knowledge of the company payroll and employment related policies and conditions and payroll legislation including the Holidays Act2003, to ensure accurate payroll processing. • Maintain a good working relationship with Superlife, SX, Solium and ACC. • Maintain understanding of Redundancy Procedures and calculate all terminations and redundancy payments. • Record and report Assignees earnings to host country and PWC on a monthly basis and supply assignee information to Taxation Coordinator as required.
System Changes	<ul style="list-style-type: none"> • Set up new codes/awards/allowances in PayGlobal. • Set up security profiles and reset passwords in PayGlobal. • Manage employee self service queries. • Enter new employee details into PayGlobal.
Employee Changes	<ul style="list-style-type: none"> • Enter remuneration increases, short term incentive payments and PSU payments into PayGlobal. • Calculate all backpays for any payroll changes. • Enter collective employment agreement award changes and any associated backpays into PayGlobal. • Process employee election changes in PayGlobal. • Enter and process fortnightly changes in regards to employee assignment set up and changes, per diems etc. • Enter and process all forms of leave into PayGlobal. • Calculate leave encashments. • Ensure payroll on charges are allocated to the correct cost centres. • Make changes to rosters, tours and WAPs in PayGlobal upon advice from HRC.
Processing Payroll	<ul style="list-style-type: none"> • Import all timesheet and leave entries and make any prior period corrections. • Process the current pay, print off draft payroll reports and carry out review. • Close off pay and upload payroll bank file into BNZ PC Banking. • Facilitate payment. • Generate payslips and leave reports and distribute. • Generate General Ledger file from PayGlobal and import into PeopleSoft. • Generate and upload the various payroll journals from PayGlobal into PeopleSoft.
Terminations incl. Redundancies	<ul style="list-style-type: none"> • Calculate final pays and redundancy payments and enter into PayGlobal.
External Parties	<ul style="list-style-type: none"> • Generate Solium report and payment amount and facilitate payment of share purchase. • Upload Solium contributions and demographics files on to Solium website to facilitate correct allocation of shares to employees. • Generate PAYE reports from PayGlobal and facilitate payment on 5th and 20th of each month. • Lodge reimbursement claims with ACC and

	<ul style="list-style-type: none"> reconcile the claims with the payments from ACC. Complete Statistics New Zealand quarterly returns. Generate reports for Superlife and Southern Cross.
Employee Queries & Training	<ul style="list-style-type: none"> Manage employee queries with regard to payslips/payroll and leave balances. Provide training and support to administrators on entitlements.
General Accounting	<ul style="list-style-type: none"> Prepare and enter Month End Journal Entries, as necessary. Reconcile balance sheet general ledger accounts as necessary, including Bank Accounts. Calculate and pay Fringe Benefit Tax when due. Maintain an in depth knowledge of, Fringe Benefit Tax, Non Resident Contractors WHT and Foreign Insurers Tax and maintain schedule for Foreign Insurers Tax. Liaise with Taxation Coordinator, and identify Fringe Benefit Tax liabilities for inbound and outbound assignees. Prepare and maintain relevant written procedures for position. Prepare and maintain relevant Sarbanes Oxley narratives for position Completion and filing of statistical returns for Statistics NZ
<p>Methanex vision and values</p> <p>Contributes to the organisational vision of Global Methanol Leadership and as a team member demonstrates the core values of integrity, trust, respect and professionalism.</p>	<ul style="list-style-type: none"> Demonstrated through feedback from team and leaders. Undertakes all aspects of the role through living the Methanex values.
Responsible Care	<ul style="list-style-type: none"> Conducts all business in a manner which supports the Responsible Care® ethic.
General	<ul style="list-style-type: none"> Networks with other Methanex sites to the mutual benefit of all sites Responsible for ensuring awareness of all controlled documents relating to this position as per Document Awareness Report from Document Management Database Contribute to the 'operational excellence' for Methanex New Zealand as an effective member of the Finance department

KEY COMPETENCIES

- Customer Focus
- Developing Direct Reports & others
- Planning
- Organising
- Problem Solving
- Integrity and Trust
- Time Management
- Ethics & Values

KEY WORKING RELATIONSHIPS

- Manager, Finance
- Supervisor, Financial Accounting
- Supervisor, Corporate Reporting
- All members of the Finance Department
- Site Management Team (Manufacturing)
- Business & Department Administrators
- Human Resources Department
- All Methanex departments – internal customers
- Vancouver Finance Department
- Officers of the Inland Revenue
- Payroll Provider Personnel
- Superlife Personnel

QUALIFICATIONS

- NCEA or equivalent
- Membership of the New Zealand Institute of Accountants desirable

EXPERIENCE & SKILLS

- A minimum of 5 years of Payroll experience.
- Must be fully conversant with all payroll calculations and legislation.
- General ledger experience, including journal entries and account reconciliations desirable
- Knowledge and experience with PeopleSoft financials or other MISs
- An ability to question information and not accept it at face value.
- Adaptable and flexible.
- Advanced time-management, planning and organising skills.
- Advanced MS Office application knowledge including Word, Excel and Power point

OTHER REQUIREMENTS

- High level of interpersonal skills (communication, listening and reliability)
- Good public relations skills to interface with both internal and external customers
- Pro-active in identifying opportunities to improve team or process efficiency
- Ability to maintain utmost confidentiality
- Ability to work well under pressure
- Current NZ driver's license with suitable transport