



A Responsible Care® Company

## Accounting Assistant/Payroll Vacancy

- Fixed Term 6 Months
- New Plymouth

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

We are looking for a mature, pro-active individual with a high level of integrity to take responsibility for general accounting functions and administer our outsourced Payroll.

You will have proven experience with payroll calculations, employment related legislation, IRD payments, benefit payments and payroll reporting. You will also be conversant with month end journal entries, reconciling bank accounts and general ledger accounts.

You will need advanced MS Excel & Word skills and experience with accounting and payroll programs. You will be a strong organiser, have the ability to prioritise a diverse workload and have an unrivalled attention to detail.

***Please Note: An incentive is paid in lieu of benefits for Fixed Term positions.***

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](mailto:jobsnp@methanex.com) or posted to:

Tracey Berrington-Smith, HR Advisor  
Methanex NZ Limited  
Private Bag 2011  
New Plymouth 4342

If you have any queries regarding this position please call Tracey Berrington-Smith, HR Advisor, on (06) 754-9719 or email [jobsnp@methanex.com](mailto:jobsnp@methanex.com)

**Applications must be received by 4pm, 12<sup>th</sup> March 2010**



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## POSITION DESCRIPTION

### POSITION INFORMATION

<b>Position Title:</b> Accounting Assistant, Payroll	<b>Date:</b> February 2010
<b>Incumbent:</b> Vacant	<b>Department:</b> Finance
<b>Reports To (Title):</b> Financial Accountant	<b>Approved by (Title)</b> Manager, Finance
<b>Signature:</b>	<b>Signature:</b>
<b>Date:</b>	<b>Date:</b>

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### PURPOSE

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

### DIMENSIONS

<b>Delegation of Authority</b>	- Direct Operating Expense	\$0
	- Petty Cash / Stores Issue	\$0
	- Visa Purchasing Authority	\$0
<b>Number of Direct Reports</b>	- Employees	0
	- Contractors	0
<b>Number of Indirect Reports</b>	- Employees	0
	- Contractors	0

KEY ACCOUNTABILITIES	RESULTS/DELIVERABLES
<p><b>Payroll</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Maintain a good working relationship with our Payroll Provider and Superlife.</li> <li>• Ensure timely delivery of accurate timesheet and other data to the Payroll Provider and check processed data output. Liaise with provider to make the necessary corrections for an accurate payroll.</li> <li>• Print payslips and payroll reports and prepare fortnightly work papers and cheques, ensuring timely remittance of Pension and Shares payments.</li> <li>• Ensure accurate transfer of all payroll data to the General ledger.</li> <li>• Calculate ESCT and Kiwisaver ESCT and Tax Credits and ensure timely and accurate payments to IRD.</li> <li>• Maintain understanding of Redundancy Procedures and calculate all terminations and redundancy payments.</li> <li>• Review, reconcile and analyse reports provided by Superlife, including the Assets Under Management and Reserve Account reports.</li> <li>• Record and report Assignees earnings to host country and PWC on a monthly basis and supply assignee information to Taxation Manager as required.</li> </ul>
<p><b>General Accounting</b></p>	<ul style="list-style-type: none"> <li>• Prepare and enter Month End Journal Entries, as necessary.</li> <li>• Reconcile Bank Accounts and other balance sheet general ledger accounts.</li> <li>• 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.</li> <li>• Liaise with Taxation Manager, and identify Fringe Benefit Tax liabilities for inbound/outbound assignees.</li> <li>• Prepare and maintain written procedures for all activities relevant to this position.</li> <li>• Carry out other duties as required from time to time; particularly when other Finance Department members are absent or require support.</li> </ul>
<p><b>Methanex vision and values</b>  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"> <li>• Demonstrated through feedback from team and leaders.</li> <li>• Undertakes all aspects of the role through living the Methanex values.</li> <li>•</li> </ul>

<b>Responsible Care</b>	<ul style="list-style-type: none"> <li>• Conducts all business in a manner which supports the Responsible Care® ethic.</li> </ul>
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<p><b>KEY COMPETENCIES</b></p> <ul style="list-style-type: none"> <li>• Must be fully conversant with all payroll calculations and legislation.</li> <li>• Must be skilled in the use of Excel and Word and have experience working with Peoplesoft Financials or other Financial packages.</li> <li>• A high level of interpersonal skills (communication, listening and reliability).</li> <li>• An ability to question information and not accept it at face value.</li> <li>• Self-motivation and an ability to meet tight deadlines.</li> <li>• Ability to operate in a multi-currency environment.</li> <li>• Adaptable and flexible.</li> <li>• Initiative to be pro-active in identifying opportunities to improve team efficiency, and assisting in other areas when workload permits.</li> <li>• Ability to maintain utmost confidentiality.</li> <li>• Advanced time-management, planning and organising skills.</li> <li>• Ability to work under pressure</li> </ul>
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<p><b>KEY WORKING RELATIONSHIPS</b></p> <ul style="list-style-type: none"> <li>• Manager, Finance</li> <li>• Financial Accountant</li> <li>• Management Accountant</li> <li>• Taxation Manager</li> <li>• All members of the Finance Department</li> <li>• Site Management Team (Manufacturing)</li> <li>• Business &amp; Department Administrators</li> <li>• Human Resources Department</li> <li>• All Methanex departments – internal customers</li> <li>• Vancouver Finance Department</li> <li>• Officers of the Inland Revenue</li> <li>• Payroll Provider Personnel</li> <li>• Superlife Personnel</li> </ul>
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<p><b>QUALIFICATIONS</b></p> <p>University entrance and ideally a member of the NZ Institute of Chartered Accountants, together with a minimum of seven years experience in a similar role</p>
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<p><b>OTHER REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Above average communication skills</li> <li>• Self starter</li> <li>• Customer focussed</li> <li>• Excellent work ethic with a “can do” attitude</li> <li>• Current NZ driver’s license with suitable transport</li> </ul>
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