



Te Pūtea Matua | Reserve Bank of New Zealand

Position title	Senior Finance Administrator
Group	Operations
Reports to	Manager Financial Systems and Operations
Reference Level	14

Te Pūtea Matua, the Reserve Bank of New Zealand (RBNZ), is New Zealand's central bank. Toitū Te Ohanga, Toitū Te Ōranga - We enable economic wellbeing and prosperity for all New Zealanders.

Our vision is Great Team, Best Central Bank, expressed as Matangirua Ki Matangireia – working as one towards our ultimate purpose. We operate with Tauria / Integrity, Wānanga / Innovation and Taura/ Inclusion.

Kaupapa rōpū | Group purpose

The Operations Group provides strategic support to RBNZ by ensuring effective governance, security, and operational excellence across key functions. This includes fostering a resilient culture, enabling secure technology and data management, optimising financial and procurement practices, and safeguarding assets and people. The Group drives RBNZ's ability to meet its mandate by ensuring organisational efficiency, adaptability, and compliance in a dynamic environment.

Kaupapa mahi | Role purpose

The Senior Finance Administrator will lead transaction oversight of the finance operations function along with the end-to-end processing of payroll and are to ensure systems and processes operate efficiently and effectively, with the support of other team members.

The role is responsible for ensuring timely vendor payments, managing the Banks receivables in an accurate and efficient manner while maintaining positive relationships with customers. They will provide financial operational and reconciliation support to the team and ensure that processing and reporting deadlines are met.

Ngā kawenga matua | Key responsibilities

- Operating with a one team mentality by collaborating with others to enable 'best for RBNZ' outcomes.
- Demonstrating our values and behaviours consistently to support our desired culture.
- Contributing as required to the delivery of Group and cross-functional strategies, activities, initiatives and programmes / projects.

- Supporting the integration of Te Tiriti, Te Ao Māori and diversity, equity and inclusion within our organisation.
- Taking proactive responsibility for your own health, safety, and wellbeing, and fostering a safe and healthy work environment by identifying, reporting, and managing risks and hazards.
- Developing and maintaining external relationships as required.
- Operating in line with RBNZ's policies and procedures.
- Primarily responsible for ensuring transaction oversight of accounts payable (including credit card administration and staff reimbursement), accounts receivable and bank reconciliations along with the end-to-end processing of payroll.
- Providing high quality advice to the Manager on all aspects of the finance operations and payroll functions, including identifying improvements and advising about solutions to any problems that might arise.
- Lead end-to-end processing of accounts payable for domestic and international payments, including management of supplier payment runs, monthly reconciliations and vendor maintenance.
- Lead end-to-end processing of accounts receivable by ensuring the processing of payments and receipts is appropriate and in line with best practice.
- Contribute to continuous system and process improvements, by enhancing automation and process standardisation.
- Completion of month end reconciliations supporting segregation of duties and ensuring appropriate controls are in place. Including maintaining vendor master files.
- Oversee the timely and accurate completion of bank reconciliations.
- Assisting with the preparation of financial information for the Finance and Expenditure Committee of Parliament and for enquiries under the Official Information Act.
- Lead the end-to-end processing of payroll for RBNZ, by ensuring the processing of fortnightly and monthly remuneration payments, ensuring RBNZ staff members are paid their remuneration correctly and in a timely manner.
- Participating, assisting, and where required, taking the lead in any payroll and FMIS projects as they arise – e.g. system upgrades.
- Ensuring the Bank's payroll system operates efficiently and effectively and in accordance with legislation, by monitoring exception notifications from the system and taking immediate action on any issues that arise.
- Support the managing of the Bank's relationship with the Inland Revenue Department (IRD) regarding payroll, ensuring all associated taxes are paid as required, and all deductions are made correctly, with appropriate authorisation.

- Continuing to identify opportunities to improve processes to enhance the effectiveness and service provided by the team and deliver these.
- Contribute to a positive and engaging workplace by actively supporting colleagues, demonstrating professionalism, and helping foster a culture of development and motivation.
- Any other duties as required.

Wheako whai take | Relevant experience

- 5+ years' financial operations and/or payroll experience, specifically in managing workflows through finance management information systems and payroll systems, including making electronic payments taxes and other deductions.
- Be a critical thinker with strong problem-solving capabilities, along with a high attention to detail.
- Excellent communication and customer service skills; discreet with confidential information; highly organised, deadline-focused, and collaborative, with a strong willingness to support staff across the Bank.
- Strong knowledge and understanding of legislative requirements, such as payroll related legislation; holidays act, IRD, ACC to ensure compliance (i.e. Holidays Act and KiwiSaver).
- Experience of interpreting remuneration data held within a payroll system, including being able to understand the underlying system fields and the complex connections to always ensure accuracy and integrity of data.
- Have strong knowledge and understanding of accounts payable and receivable workflow systems including ability to work with scanning and e-invoicing applications.
- A high level of accuracy and efficiency in data entry into financial systems with sound judgement and the ability to think holistically across a broad range of issues.
- Knowledge of accounting concepts and GST requirements for tax invoices.
- Excel skills to an intermediate level.
- Experience with TechnologyOne (CiAnywhere) and/or Datapay would be an advantage.
- Demonstrates knowledge and application of Te Tiriti o Waitangi.
- Must be eligible to obtain and maintain the appropriate level of NZ National Security Clearance as needed.

Ā mātou whanonga | RBNZ behaviours

As important as what we deliver is how we deliver. We hold people front and centre to our mahi, our way of working is guided by our values which shape our behaviours. Our Individual Performance Framework details these expectations.