

Payroll Assistant – Part Time / Fixed Term

Support accurate, timely payroll delivery at EA Networks

About Us:

EA Networks is a cooperative network company based in Mid Canterbury. It owns and operates the region's electricity distribution network, as well as an advanced fibre optic communications network. Being locally owned and operated means EA Networks and its 130 staff have strong ties with the community that they work and live in. The core focus for EA Networks is maintaining a resilient electricity and fibre network while supporting the local economy and community. For more information about the company visit www.eanetworks.co.nz.

The Role:

We're looking for a capable and detail-focused Payroll Administrator to support accurate and timely payroll delivery across EA Networks. You'll help process payroll information, maintain employee records, respond to payroll queries, and support the smooth administration of payroll and related people processes.

This is a part-time, fixed term position for 12 months, created to provide extra payroll administration support while the current payroll lead is seconded to business-critical internal projects. The role will help maintain payroll accuracy, support clear processes and provide practical assistance to employees, managers and the wider People team.

Got what it takes?

- Experience in payroll or finance administration, with strong attention to detail and accuracy.
- A practical understanding of payroll processes, employment information, timesheets, leave, deductions, and maintaining confidential employee records.
- Working knowledge of relevant NZ legislation
- Strong communication skills and a service-focused approach, with the confidence to respond to payroll queries clearly, professionally, and confidentially.
- Confidence using payroll, HR, or finance systems, along with Microsoft Office, and the ability to manage deadlines in a busy payroll environment.

On Offer:

This part-time, 12-month fixed-term opportunity offers the chance to contribute to an essential business function while working as part of a supportive team. You'll be based in our modern Ashburton offices, with free coffee, on-site parking, monthly company-wide team breakfast, and the option to get involved in our active Social Club, which runs activities throughout the year.

Being a part of the Ashburton District means you're a part of a strong supportive community with a great semi-rural lifestyle. With a variety of local dining and services, and excellent skiing, hunting, tramping and fishing spots nearby, you'll be spoiled for choice. As it's only a 60-minute drive from Christchurch Airport, it doesn't take long to experience city life.

Join Us:

To apply, please submit your CV and Cover Letter. Applicants must be residing in and have the right to work in New Zealand. Pre-employment checks including a credit check, medical, drug and alcohol test and Ministry of Justice checks will apply. For further information please contact Sarah Green 027 355 6914. **The closing date for applications is 21st August 2026** however please note that applications will be reviewed as they are received so the advertisement may close early.