

# Bookkeeper & Payroll Administrator

Auckland Central

Wage (hourly rate): \$35-\$40 per hour or Full time salary role for the right person

## ABOUT PROPERLI

At Properli, we're redefining how Kiwis buy, sell, and invest in property. Our mission is simple: to make the property journey smarter, more connected, and more rewarding.

With expertise across Real Estate, Property Investment, Lending, Insurance, and Development, we offer clients an end-to-end property solution built on clarity, trust, and results.

We're a growing, people-focused business with a collaborative office culture and a strong sense of teamwork.

## ABOUT THE ROLE

We're looking for a reliable, detail-oriented Bookkeeper & Payroll Administrator to support the smooth running of our business. This is a key role responsible for bookkeeping and payroll across multiple entities within the Properli Group, along with general office administration support.

This role would suit someone returning to the workforce who is looking for meaningful part time or full time work, social interaction, and variety in their day. While the role is incredibly important to the business, it also requires someone who is versatile, practical, and happy to pitch in where needed.

Ideally, this role will be office-based, as it supports the day-to-day rhythm of the team.

## KEY RESPONSIBILITIES

### Bookkeeping & Payroll

- Day-to-day bookkeeping using Xero across multiple entities
- Processing payroll, including PAYE, KiwiSaver, and deductions
- Monthly GST filings
- Bank and credit card reconciliations
- Invoicing and accounts receivable
- Basic financial reporting and record-keeping
- Maintaining accurate, up-to-date financial data

### Office Administration

- Supporting the team with general administrative tasks
- Using tools such as DocuSign and other basic office systems
- Assisting with coordination of monthly team catch-ups and social events
- General office support to help the business run smoothly

## KEY RESPONSIBILITIES CONT...

### Compliance & Additional Duties

- Annual filing of multiple company returns
- Liaising with external accountants
- Assisting with other compliance-related admin tasks as required

### Team Support

- Being a proactive team player who is happy to help wherever needed
- Assisting with ad-hoc tasks across the business
- Contributing positively to a collaborative, friendly office environment

## MUST-HAVE REQUIREMENTS

- Strong experience using Xero
- Bookkeeping experience strongly preferred, ideally across multiple entities
- Payroll experience
- Experience preparing and filing GST returns
- Excellent attention to detail
- Well organised, reliable, and methodical
- Comfortable managing multiple tasks and priorities
- Confident using basic office systems and technology (e.g. DocuSign, email, shared drives)

## FLEXIBILITY & WORK-LIFE BALANCE FOR PART TIME ROLE WILL DIFFER FOR FULL TIME

We understand that flexibility is important, particularly for parents and caregivers. While this role is primarily office-based and plays an important part in the day-to-day running of the business, we're open to reasonable flexibility to make the role sustainable long-term.

This may include:

- Hours aligned with school schedules
- Adjusted hours during school holidays, by agreement
- A supportive team that values balance, trust, and open communication

Our focus is on finding the right person and creating a working arrangement that works for both the individual and the business.

## WHY JOIN PROPERLI

- A valued role that makes a real impact on the business
- A friendly, supportive team and positive office culture
- Variety in your work – no two days are the same
- Social interaction and connection outside of home life
- A role designed to grow with the right person

Apply now or email [careers@properli.co.nz](mailto:careers@properli.co.nz) for a confidential discussion.

No obligation. Just a conversation.

**Properli Group – The New Way Forward.**

Bookkeeper & Payroll Administrator

