

ADVERT



PAYROLL ADMINISTRATOR: (BRAAMFONTEIN)

Purpose of the Job

To provide administrative support to ensure that the payroll of the Council is run accurately and timeously and to act as a backup for the Payroll Manager as and when necessary.

Key Responsibilities

- Capturing of all relevant payroll input data to ensure the accurate running of the payroll on a monthly basis
- Payroll administration, filing and manual payments where necessary
- Ensure that third party payments are done timeously and accurately, recons are sent to the respective recipient 3 days after payment and that SARS payments have been processed before the last day of the month
- Finalise payroll reconciliations as soon as the month end is complete.
- Ensure that all journals are processed, signed off and filed.
- Assist with pay structuring, payroll queries, and generating monthly reports for the various stakeholders
- Assist with payroll budget preparation
- Assist with audits by providing the necessary information and by answering queries

REMENERATION GRADE: C1

Job Requirements and Knowledge:

- Knowledge of VIP PEOPLE System; SAP System and MS Office with advanced Excel
- Knowledge of labour legislations including BCEA
- Manual payments to be done within specified time frames
- Follow up on outstanding requests with Service Provider, Adapt IT
- SARS payment to be done on or before the 7th day of every month
- All payroll reconciliations to be finalized as soon as the month end has been done, from the payroll side.
- All the journals to be processed signed off and filed.

Related Skills:

- Relationship Building
- Trend analysis ability
- Self-Motivated
- Assertiveness
- Customer Relations
- Conflict Handling
- Planning and forecasting
- Patience and good listener
- Good verbal and written communication skills
- Ability to work under pressure
- Customer orientated attitude
- Planning and organising skills
- Assertiveness
- Integrity, Honesty
- Conceptualising skills

Qualifications & Experience:

- Matric Qualifications with Certificate in SAGE VIP people and/or any other Payroll Administration Services (NQF4)
- Technical, Financial, Taxation and Record Keeping
- 2 - 3 Years' Experience in Payroll Administration
- Knowledge Tax Laws, LRA, BCEA advantageous

It is the Council's intention to promote equity through the filling of all numeric targets as contained in the EE Plan, first preference will be given to African Males or African Females.

All applications accompanied by comprehensive word format CV's must be forwarded to the **NBCRFLI** Human Resources department via email address to michael.sibuyi@nbcffi.co.za before the closing date.

Closing date: 31 August 2017

Note: If you have not heard from us 30 days after the closing date, please consider your application unsuccessful.