

Advertisement

Payroll Specialist: Head Office

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) seeks to employ a **Payroll Specialist**, who will report directly to the Senior Manager HR and be based at the Head Office.

Grading: (Role Band: C3)

Salary: R454 442 (Total Cost to Company per annum)

The role of this position is to:

To ensure accurate and timely in-house payroll administration, coordination and reporting in accordance with statutory regulations governing the employee remuneration and benefits.

Key Performance Areas will include but not limited to the following:

- Ensure efficient, accurate recording, monitoring and managing of the employee data base system
- Efficient administration of the engagement of new employees; inter alia prepare contracts, offer letters, agreements and process all pre-employment checks.
- Ensure that all payroll instructions are prepared and logged in time for the monthly payroll run and submitted to the Senior Manager: HR (for example, new employment contracts and appointments; contractual variations; employee terminations; employee benefits; etc)
- Close working relationship with Finance to ensure accuracy in employee costings, required checks and balances, adherence to agreed controls and procedures.
- Ensure compliance of all new employee documentation with the internal policies and procedures and the availability of accurate records
- Assist the Senior HR Manager with consultation with employees to resolve any queries related to benefits and payroll
- Develop and provide various standard and ad hoc reports ensuring deadlines are met and information provided is accurate and up-to-date
- Liaise with third parties and effect payments to third parties; maintaining accurate records
- Maintaining accurate payroll records to facilitate the achievement of an unqualified audit
- Loading of payments and salaries onto the Banking system
- Liaise with employees on pay-roll related inputs and provide feedback to staff with regards to new developments in payroll legislation
- Liaise with service providers(SAGE or Partners) regarding payroll system updates to ensure alignment with changes in legislation, policies and procedures.
- Management of leave in the payroll system in line with company policy and BCEA
- Liaise with HR with regards to changes in staff leave and compliance with the LRA and BCEA
- Reconcile manual leave reports to the payroll system and provide management tools in terms of reporting with regards to the control and management of leave.
- Prepare and submit SARS reports for payment by due date.
- Effectively plan, coordinate and execute payroll related ad hoc projects.

Minimum Qualifications and Experience

- National Diploma in Human Resource Management.
- 5 years' experience in payroll administration and management.
- Practical working experience and understanding of SAGE People 300.
- Certificate in payroll administration and management.

Instructions to applicants

- All applications must be accompanied by certified copies of the ID and all educational qualifications and they should not be older than 6 months.
- Applications received after the closing date, will not be considered.
- The Wholesale and Retail SETA reserves the right not to make appointment(s) to the advertised post(s).
- The organisation will give preference to candidates in line with the Employment Equity goals.

NB: Please include the name of the position & Province on the subject line on the application.

Only applicants who meet the minimum requirements of this position should apply, by forwarding their CVs for attention: Libokanyo Khumalo (Senior Manager: HR) at recruitment1@wrseta.org.za. The closing date for applications is: **30 December 2024 at 12:00**

