



VACANCY - 1108

REFERENCE NR	:	VAC00941/24
JOB TITLE	:	Manager: Payroll
JOB LEVEL	:	D2
SALARY	:	R 620 597 – R 930 895
REPORT TO	:	Senior Manager: Payables
DIVISION	:	Finance
DEPT	:	Finance Accounting
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal/External)

Purpose of the job

To overseeing the delivery of an effective, accurate and compliant payroll function on a monthly basis. To manage all payroll functions, while ensuring a high degree of confidentiality as well as accuracy, integrity and compliance.

Key Responsibility Areas

- Contribute towards the development of and Implement the overall Finance strategy;
- To design, implement and review payroll processes and tax implications in the organization's operating systems to ensure that processes are adequate, functional and conform to legislation and industry standards;
- To manage and empower staff to enable them to deliver on their performance goals to ensure the department achieves its objectives;
- To compile departmental risk assessments and implement action plans or/and internal controls to manage risks to acceptable levels and address audit concerns timely to ensure a smooth audit;
- To develop, implement and manage Operating Level Agreements (OLA) and manage services in line with said OLA. Develop;
- To compile and control all resources (assets, people and budget) to ensure departmental adherence to the organisational parameters; and
- To develop, review and finalise required reports to stakeholders.

Qualifications and Experience

Minimum: Finance related Degree and/or National Diploma (NQF 6/7) or related degree. Certificate in Payroll Administration.

Registration with a Professional Body: South African Payroll Association.

Experience: 6 – 7 years relevant experience in Payroll. 5 years supervisory and/or management experience would be an advantage.

Technical Competencies Description

Good knowledge of Generally Recognised Accounting Practice (GRAP). Understanding of relevant legislation, including PFMA and Treasury regulations. Knowledge of Financial Reporting, Risk Management and Control, & Tax Accounting. Ability to review processes and draft appropriate policies and procedures. Human Resources management Identification of and management of risk Implementation and monitoring of internal controls SARS corporate requirements (SDL, PAYE, COIDA etc.) System processes Ability to plan, monitor and analyse receipts Ability to analyse reporting information and recommend corrective action. Ability to make an informed decision. Experience in preparing financial schedules including the relevant annual financial statement disclosures. Oracle experience and knowledge will be a strong advantage.

Other Special Requirements

N/A

How to apply

To apply please log onto the e-Government Portal: www.eservices.gov.za and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour";
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access www.eservices.gov.za, then follow the below steps:

1. Click on "Employment & Labour";
2. Click on "Recruitment Citizen"
3. Login using your username and password
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs

For queries/support contact egovsupport@sita.co.za OR call 080 1414 882

CV`s sent to the above email addresses will not be considered

Closing Date: 15 September 2023

Disclaimer

SITA is an Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed candidates only. Preference will be given to members of designated groups.

- If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- Applications received after the closing date will not be considered. Please clearly indicate the reference number of the position you are applying for.
- It is the applicant`s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).
- Only candidates who meet the requirements should apply.
- SITA reserves a right not to make an appointment.
- Appointment is subject to getting a positive security clearance, the signing of a balance score card contract, verification of the applicants documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be considered.

