



VACANCY -2115

REFERENCE NR	:	VAC00941 (Re-advertisement)
JOB TITLE	:	Manager: Payroll
JOB LEVEL	:	D2
SALARY	:	R 651 627 - R 977 440
REPORT TO	:	Senior Manager: External Reporting and Payroll
DIVISION	:	Finance
DEPARTMENT	:	Financial Accounting
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

Overseeing the management of the Finance Payroll function, overseeing the management of the data quality, management of the cross-functional stakeholder engagement, training and overseeing the accumulation and assessment of information required from a GRAP perspective and ensuring the compliance with GRAP and other reporting requirements.

Key Responsibility Area

- Manage the performance objectives of the Payroll department and empower staff to enable them to deliver on their performance goal to ensure the department achieves its objectives.
- Review policies, processes and procedures and continuously improve the functioning of the department.
- Finance Payroll Management.
- Manage stakeholder satisfaction levels.
- Manage performance and risk management

Qualifications and Experience

Minimum: Degree and/or National Diploma (NQF 6/7) in Finance or Payroll. A postgraduate qualification (NQF 8) in Finance or Payroll will be an advantage.

Experience: 6 - 7 years relevant experience in Payroll role of which 3 years should be at a supervisory or management level. Experience in managing 3rd party payment i.e. PAYE, medical aid, etc. will be an added advantage.

Technical Competencies Description

Good knowledge of Generally Recognised Accounting Practice (GRAP as it relates to payroll functions. Understanding of the audit process. Understanding of the 3rd party payments 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), including knowledge of tax as it relates to HR related matters. 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 Business Writing Financial Accounting (GRAP or IFRS) Analytical thinking Understanding of finance payroll Identification of risk Implementation of internal controls Ability to meet deadlines Ability to manage and lead a team of professionals.

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: 03 February 2025

Disclaimer

SITA is an Employment Equity employer and this position will be filled based on the Employment Equity Plan. Correspondence will be limited to shortlisted 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 the right not to make an appointment.
- The appointment is subject to getting a positive security clearance, the signing of a balance scorecard 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.