



VACANCY

REFERENCE NR	:	VAC01662/22
JOB TITLE	:	Payroll Specialist
JOB LEVEL	:	C5
SALARY	:	R 455 638 – R 683 457
REPORT TO	:	Manager Payroll
DIVISION	:	Finance
Department	:	Finance Accounting
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

To provide payroll services to the business and take accountability for correct, timeous, and legally compliant maintenance of employee data. To ensure that employees' salaries are paid accurately and timeously.

Key Responsibility Areas

- Payroll Administration function.
- Communicate and liaise with payroll customers concerning payroll queries.
- To administrate all payroll system maintenance and optimization of the system to ensure correct payment calculations.
- Manage all payroll and audit reports.
- Manage all internal and external stakeholder relationships.
- To keep abreast of all payroll development and to ensure that the administrative team is trained in this regard.

Qualifications and Experience

Minimum qualification requirement: 3-year Diploma / Degree in a relevant discipline / NQF level 6.

SAPA or any other Payroll related membership would be advantageous.

Experience: 3 - 5 years Payroll experience. Understanding the basic theoretical reasoning and detailed practical applications behind the process or system Oracle ERP system experience required.

Technical Competencies Description

Knowledge of: Legislative requirement relating to Payroll – SARS / UIF/ SDL / WCA/COIDA etc. Knowledge of PFMA Relevant Policies and Procedures Financial Accounting Principles Knowledge of Relevant Legislation (BCEA, LRA, PFA) PAYE Tax legislation Financial and Payroll administration Knowledge on the legal framework on benefits, taxation etc. Knowledge in Administration of Employee Benefits- medical aids and pension funds. Understands and knows all HR principles and practices. Business Process Improvement experience. Problem solving. Customer Service focus Knowledge of payroll principles, processes and procedures. Knowledge of Payroll systems and Payroll accounting capturing experience.

Other Special Requirements

N/A.

How to apply

Kindly forward your CV to: Thulisa.recruitment@sita.co.za stating the position applying for and the relevant reference number

Closing Date: 03 February 2022

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.
- CV`s sent to incorrect email address will not be considered