

Payroll Administrator R38 000pm

The main duties of the position are aligned to the 2020-2023 Strategy and will be explained to the Employee by their immediate supervisor. These duties as per below:

- To provide a safe and well managed payroll system for the Company
- Ensure that all source documents are correctly filed and accounted for
- Receive, verify and account for all payroll inputs
- Carry out payroll calculations, prepare reports and obtain approval for running the payroll.
- Print and distribute pay slips and payroll reports.
- Deal with payroll queries and employment confirmation
- Ensure that all types of leave are paid/ not paid in conjunction with all relevant legislation (SARPBAC, BCEA, etc.)
- Maintain high levels of performance and motivation
- Deepen the values especially with wit regards to customer satisfaction and centricity
- Preparing the payroll journals for approval by FM
- Processing the approved journals on the system
- Calculation and filing of monthly employee returns (EMP201)
- Reconciliation of the employee benefits statements
- Update on the performance of the retirement fund
- Preparing the Restraint of trade journals for approval by FM
- Processing the approved Restraint of trade journals on the system
- Review of monthly leave provision
- Reconciliation of the leave liability as per VIP (Payroll) against leave liability as per pastel (Accounting)

Field: Transportation

>>>Notwithstanding the above and without limiting the conditions of employment as will be communicated to the Employee, he/she will be required to attend to any other duties as reasonably expected within the scope employee benefits.

Minimum years of experience: 8 years in the field

Minimum qualification: Degree in Human Resources

Send Cv and Qualification to applications@thelidzapersonnel.co.za

If you have not been contacted by the Company within 6 weeks after the closing date, please consider your application to be unsuccessful

Correspondence will be limited to short listed candidates only.

Closing date 29 December 23

