

## JOB PROFILE

OFFICE INFORMATION		
<b>JOB TITLE</b>	<b>MANAGER: PAYROLL</b>	
<b>JOB CLUSTER AND RANK</b>	Management (Assistant Commandant)	
<b>REGION/DIVISION</b>	<b>Financial Accounting and Management</b>	
<b>LOCATION</b>	Head Office	
<b>MANAGER/SUPERVISOR</b>	<b>Executive Manager: Financial Management &amp; Accounting</b>	
<b>SUPERVISION</b>	Payroll Officer	
<b>PEER RELATIONSHIPS</b>	OTHER Managers	
<b>LIAISON</b>	<b>INTERNAL</b>	All Business Units
	<b>EXTERNAL</b>	Service Providers, SARS, External Auditors, Financial Institutions
MINIMUM REQUIREMENTS/EXPERIENCE/KNOWLEDGE		
KPIs	Interface of payroll into accounting system Processing of employee costs outside the payroll system Processing of employee costs on the payroll system Certification of payroll Other salary pay overs Annual PAYE reconciliation PAYE/UIF Pay-overs. Manage human resources including allocation of resources Manage audit processes during audits	
Minimum Qualifications	<ul style="list-style-type: none"> <li>Matric (Grade 12)</li> <li>A bachelor's degree in Commerce, Auditing (NQF Level 6)</li> <li>CA(SA), SAIPA or CIMA</li> <li>Adv. Dip in MA or higher will be advantageous.</li> <li>B.Com Honors or Completed Articles will be advantageous</li> </ul>	
Minimum Experience	<ul style="list-style-type: none"> <li>5 years' management experience in Financial Environment especial payroll.</li> </ul>	

<p>Knowledge</p>	<ul style="list-style-type: none"> <li>• Legislative requirement relating to Payroll – SARS / UIF/ SDL / WCA/COIDA etc. Knowledge of PFMA</li> <li>• Relevant Policies and Procedures Financial Accounting Principles Knowledge of Relevant Legislation (BCEA, LRA, PFA)</li> <li>• PAYE Tax legislation Financial and Payroll administration Knowledge on the legal framework on benefits, taxation</li> <li>• Knowledge in Administration of Employee Benefits- medical aids and pension funds.</li> <li>• HR principles and practices. Business Process Improvement experience.</li> <li>• Knowledge of payroll principles, processes and procedures.</li> <li>• Knowledge of Payroll systems and Payroll accounting (SAGE)</li> <li>• Capturing experience.</li> </ul>
<p>Professional registration or license requirements</p>	<ul style="list-style-type: none"> <li>• SAPA or any other Payroll related membership would be advantageous.</li> </ul>
<p>Other requirements</p>	<ul style="list-style-type: none"> <li>• Flexibility in working hours will be required to meet demands of the role.</li> <li>• May be required to work overtime.</li> <li>• Valid driver's License</li> </ul>