

JOB PROFILE

JOB TITLE : **PAYROLL MANAGER**
Grade : C3

PURPOSE OF JOB

Manage and coordinate the payroll processing function. Ensuring timely and accurate data, payments and reports for monthly and weekly payrolls. Provide assistance and information regarding accurate reconciliation of the payroll to the general ledger in accordance with the Finance department.

KEY TASKS AND RESPONSIBILITIES

- Managing and controlling the processing and delivery of payroll runs, including the direct computation of earnings and applicable deductions for payroll preparation as per responsibilities split
- Managing the monthly and annual calculation of PAYE, UIF and skills development levies, medical aid and pension deductions and 3rd party deductions to ensure accurate and timely payment
- Maintaining payroll accounts and employee records as per responsibilities split
- Payroll Administration and filing
- Managing a team of three payroll administrators
- Ensure that all payroll related activities comply with organisational policies and legislative and regulatory requirements, as well as with generally accepted accounting principles and practices, as well as financial reporting standards
- Payroll Queries/ Problem Resolution
- Generation of reports and monthly Accpack journals (soon to move to Sage X3)

EDUCATION AND EXPERIENCE

- Must possess strong payroll management experience i.e. minimum 5 years of related payroll, payroll administration and payroll compliance experience
- Must have a comprehensive understanding of full cycle payroll and all payroll regulations
- Must have a detailed knowledge of relevant legislation including PAYE, UIF and skills levy legislative requirements
- Must be proficient in VIP Sage payroll software (including complex report writing, (ASCI reports, importing of overtime, job costing and all VIP technical aspects), MS Office, excellent excel skills and other relevant systems

- Knowledge of bookkeeping, general accounting principles and practices are essential

ORGANIZATIONAL POSITION

REPORTS TO

: Compensation Manager