Role Profile

Payroll & Benefits Manager	
Job Functions:	Human Resources - Payroll
Industry:	Financial Services
Contract Type:	Permanent
Salary:	Market Related
Location:	Hyde Park, Gauteng

Main Purpose of Role

- The Payroll & Benefits Manager adheres to the service, administrative, operational and cost control strategies and standards, by responsibly and accountably providing a quality payroll service while adhering to uniform procedures, policies and systems.

Required Minimum Education / Training

- Matric with an associate degree in human resources, business administration or affiliated area of experience
- Payroll qualification advantageous

Required Minimum Work Experience

- Payroll System Experience
- Minimum of 3 years hands-on experience in payroll administration)

Technical and Behavioural Competencies Required

- Strong English communication skills - written and verbal;
- Credit and Criminal Clear;
- Computer literate – Microsoft Office packages (i.e. Word, Excel);
- Strong administrative/operational experience;
- Proven ability to cope with pressure and strict deadlines;
- Knowledge of and commitment to quality assurance;
- Attention to detail;
- Full and satisfactory contribution to corporate issues and adherence to corporate policy and procedures

Contact Details:

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