Role Profile

Payroll Administrator	
Job Functions:	Human Resources
Industry:	Retail Services
Contract Type:	Permanent
Salary:	Market Related
Location:	Bryanston, Gauteng

Main Purpose of Role

- Responsible for full processing of monthly payroll for 2000 employees.
- Payroll updating, leave balances, salary deductions, staff loans, bonuses, 13th cheques, share schemes, new employees, terminations, retirement fund withdrawals, medical aid application etc.
- SARS e-filing: Loading monthly PAYE/UIF and SDL payments.
- Checking overtime.
- Preparation and conducting training for staff on payroll.
- Engagement with staff around payroll and labour issues.

Required Minimum Education / Training

- Financial Qualification
- Payroll qualification advantageous

Required Minimum Work Experience

- Minimum of 5 years related experience in Financial Role (Payroll Exposure Advantage)
- Previous working experience in retail environment advantageous.

Technical and Behavioural Competencies Required

- General Ledger and strong recon experience
- Numbers driven
- Computer literate – Microsoft Office packages (i.e. Word, Excel);
- Provide general administrative assistance.
- Proven ability to cope with pressure and strict deadlines;
- High level of numeracy skills with excellent attention to detail;
- Full and satisfactory contribution to corporate issues and adherence to corporate policy and procedures
- Good telephone manner.
- Self-disciplined
- Be prepared to work long hours and weekends.

Contact Details:

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