



External Advert Advertisement

Suitable qualified applicants are invited to apply for the position of

Payroll Officer (P10)

Permanent Contract

Total Cost to Company. R391 600.50.00 per annum

The successful candidate will be based at Head Office in Rustenburg, reporting to Payroll Manager and will be responsible for:

- Processes payroll every pay period.
- Verify personal information, remuneration, benefits, personal third-party payments information captured on the system.
- Implement salary increases of employees and update employee remuneration related data provided by HR
- Maintains payroll processing system and records by gathering, calculating, and inputting data.
- Administers remuneration payments through capturing input information such as standby, overtime, shift allowance, official travel and to ensure correct payment.
- Identifies, investigates, and resolves discrepancies in timesheet and payroll records.
- Prepares monthly payments to outside service providers and periodic government and tax reports and payments such as medical aid, pension fund, insurance, etc.
- Verifies input data to ensure compliance with organizational policies and procedures as well as contractual and statutory obligations.
- Answers questions about wages, deductions, attendance, and time records.
- Adheres to payroll policies and procedures and complies with relevant law.
- Ensuring adherents and implementation of payroll controls.
- Processing of terminations, transfers and new engagements payments.
- Ensuring that the payroll process is followed and adherence to deadlines.
- Provide reports for managerial review and proper filing of all payroll related documents.
- Review monthly payroll to ensure accuracy.
- Assist staff and clients with payroll related issues.
- Complete salary-related administrative duties.
- Ad-hoc duties as required in the payroll department.
- Deliver an accurate and excellent customer service to all employees.

Closing date: 2 December 2021

Appointment will be made in line with Magalies Water's Employment Equity Plan.

In order to be considered for appointment candidates must:

- NQF level 6 qualification in HR, Finance or Payroll
- Minimum of 18 months HR or Payroll experience.
- Be computer literate and extensive working knowledge of Excel,
- Proficiency in SAGE 300 People payroll and CATS systems
- Meticulous attention to detail and high level of accuracy.
- Excellent communication skills (written and verbal).
- Willing to work extended hours when necessary.
- Ability to work under pressure and multitasking.

Interested candidates are invited to send their detailed CV's, inclusive of certified copies of qualifications to Human Resources Department, e-mail it to

recruitment@magalieswater.co.za