



External Advertisement

Payroll Manager (P7)

Total Cost to Company Package: R735 252 per annum

The successful candidate will be reporting to the Finance Manager, based at Head Office in Rustenburg and will be required to:

- Develop, update, implement and maintain payroll policies and procedures;
- Interprets organizations policies and government regulations affecting payroll activities and implements to ensure adherence;
- Review the input of personnel records to determine correct rates of pay and deductions of newly appointed employees on the payroll system;
- Review compilation and preparation of other payroll data such as pension, insurance and medical aids payments;
- Review new and changed remuneration rates on the payroll system to ascertain the validity and accuracy thereof;
- Direct and review capturing of remuneration information according to the organization's remuneration policies;
- Review and approve payroll deductions;
- Direct the preparation of all monthly payments including salaries and Board Committee claims;
- Maintain employee confidence and protects payroll operations by keeping information confidential;
- Review outside service providers as well as periodic governmental and tax reports such as quarterly labour statistics and IRP5's;
- Ensure all reconciliation and statutory reports are done timeously, including tax year end; and
- Review and approve all the monthly, bi-annual and annual submissions and returns to SARS and other regulatory authorities.

In order to be considered for appointment, candidates must have: • National Diploma (NQF Level 6) in Human Resources/Payroll/Finance • Payroll Certificate • 5 years' experience in payroll environment of which 3 years should be at managerial level • Knowledge of PFMA, Treasury regulations and Financial Principles • Experience in SAGE 300 Premier • valid driver's license • Strong interpersonal, analytical and problem solving skills.

Applicants should note that a competency assessment shall form part of the selection process.

Recommended candidate will sign a performance contract.

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

It is the applicant's responsibility to have foreign qualification evaluated by the South African Qualifications Authority (SAQA) and provide proof of such evaluation.

Applicants should note that any false information contained in their CV and related documents could result in disqualification and/or summary dismissal.

Please note that by applying for this position, you give Magalies Water permission to process your personal information in compliance with POPI ACT.

Closing date: **30 MAY 2023**

Interested persons are invited to send their application letter, together with their CV's; inclusive of certified copies of qualifications to: recruitment@magalieswater.co.za