



PAYROLL SPECIALIST

A vacancy exists for a Payroll Specialist at South African Tourism's Head Office in Sandton. This position reports to the General Manager: Human Capital. If you possess the required skills, experience and are an energetic team player interested in joining a dynamic organisation committed to developing a better South Africa, we invite you to apply.

KEY OUTPUTS

Manage the administration of payroll activities

- Implement and maintain an effective Payroll management system
- Administer monthly payroll processes in adherence to the deadlines
- Receive and reconcile third party files into the system on a monthly basis.
- Run dummy payroll for each business unit and save on the drive for verification.
- Ensure timeous preparation, sign-off and payment of third-party regulatory payments i.e UIF, medical aid, pension and SARS payments etc
- Run the test file for SA Tourism monthly
- Run the final payroll.
- Run the print payments and the journals.
- Submit Payroll to Finance for payment.
- Regular preparation of relevant management reports including weekly, monthly, quarterly and year-end consolidated payroll reporting
- Ensure payment of annual performance bonuses and/or any other payments.
- Support month end, tax year end and financial year end processes
- Co-ordinate and manage the international payroll services providers in consultation with the country offices and ensure payroll data accuracy
- Engage with Department of Public Service and Administration and/or other relevant sources to obtain annual approved inflationary increases to be implemented.

Payroll Data Management and Reporting

- Compile monthly recons for remuneration and benefits for SA Tourism.
- Update payroll records to ensure alignment with the relevant laws
- Ensure timeous reporting of all payroll related obligations for SA Tourism
- Ensure that leave is accurately and timeously captured and that the leave report is available monthly to effectively manage the accruals
- Prepare monthly, quarterly, annual reports and summaries of earnings, taxes, deductions, leave and other relevant payroll reports
- Verify leave balances before leave encashment.
- Determine payroll liabilities by ensuring accurate calculation of employee taxes, UIF, workman's compensation
- Respond to inquiries related to payroll and provide guidance on the prevailing laws governing payroll and income taxes, employee benefits, garnishments and statutory pay related entitlements
- Prepare payroll audit file i.e leave files, increase file, earnings file and provide payroll information to auditors and Finance by answering questions and requests.



- Regularly maintain payroll backups and ensure that system is up to date (i.e.; correct tax tables and any other SARS requirements)
- Regularly review and report on international payrolls
- Research, gather and prepare information for routine briefings, reporting, presentations and assignments allocated by business unit heads.

QUALIFICATIONS AND EXPERIENCE

- Relevant Bachelor's Degree/Diploma in Human Resources or relevant qualification
- At least 5 years in Payroll or a related field
- Working knowledge of VIP/SAGE or other payroll system (s)
- Knowledge and experience of payroll in a Multi-National Organisation will be an added advantage
- Working knowledge of human resources information management systems and practices

KNOWLEDGE AND UNDERSTANDING

- HR Information Management and Payroll Systems
- Knowledge of SA Labour Legislation (it will be important to learn and have working knowledge of international labour legislations)
- HR frameworks, policies and procedures
- Standard practices, processes and procedures relating to HR Planning
- Employment Equity Act, the BCEA,
- Remuneration and Benefits best practice

Visit us @ www.southafrica.net

Detailed CV to be sent to : hr@southafrica.net
Closing date : **12 April 2019**

Should you have not heard from us within two weeks after submitting your application, kindly consider your application unsuccessful.

No late applications will be accepted.