

PAYROLL MANAGER

Fixed Term Contract: 24 months

A vacancy exists for a Payroll Manager at South African Tourism's Head Office in Sandton. This position reports to the General Manager: Financial Management. 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

Payroll Oversight & Governance

- Manage end-to-end payroll operations, ensuring accurate and timely salary processing and third-party statutory payments.
- Implement and enforce payroll governance frameworks, controls, and segregation of duties.
- Ensure compliance with relevant legislation and statutory requirements (UIF, SARS, Medical Aid, Pension, etc.).
- Oversee payroll audits, reconciliations, and ensure audit readiness.

Leadership & Supervision

- Supervise, guide, and develop the Payroll Specialist, ensuring effective workload allocation and performance management.
- Provide mentorship and skills transfer to strengthen payroll capacity and reduce organisational risk.
- Build a strong payroll sub-unit that ensures business continuity in case of absences or turnover.

Payroll Data Management & Reporting

- Oversee payroll data integrity, ensuring records are accurate, updated, and aligned with financial reporting requirements.
- Produce monthly, quarterly, and annual payroll reports, reconciliations, and analytics.
- Support Finance in preparing payroll-related inputs for budgeting, financial year-end, and tax year-end processes.

Stakeholder Engagement & Advisory

- Serve as primary point of contact for payroll escalations from employees, management, auditors, and regulators.
- Collaborate with the GM: Financial Management and Chief Financial Officer to align payroll processes with organisational objectives.
- Provide professional advice on payroll compliance, risks, and best practices.

QUALIFICATIONS AND EXPERIENCE

- Relevant Bachelor's Degree in Human Resources or an equivalent qualification
- Minimum of 5 years' payroll/finance experience, with at least 2 years in a payroll supervisory/managerial role.
- Working knowledge of multiple payroll/human resources information management systems and practices, such as VIP/SAGE or other payroll system(s).

KNOWLEDGE AND UNDERSTANDING

- HR Information Management and Payroll Systems
- Knowledge of SA Labour Legislation (it will be important to learn and have a working knowledge of international labour legislation)
- 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 : finance@southafrica.net

Closing date : 22 October 2025

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.