



Joburg|Market

Joburg Market (SOC) Ltd

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PAYROLL MANAGER

Salary: R44 523.00 per month plus benefits

JOB PURPOSE:

Manage the timely coordination, supervision and processing of the company's payroll and all other payroll related functions. Ensure that all employee information is maintained at an acceptable level to ensure that Payroll is managed effectively and implemented in a legislatively sound manner. Management of the benefit scheme administration

DUTIES AND RESPONSIBILITIES:

- Ensure that the payroll run is processed timeously and according to set standards
- Invest effort in ensuring that all transactions are legitimate and escalate suspected wrong doing for further investigation and action
- Establish a productive interface between employee, Line Managers and payroll staff in handling queries and complaints to minimise the possibility of minor queries from escalating into bigger problems.
- Monitor staff leave and ensure leave utilization adheres to JM leave policy.
- Ensure that the necessary checks are in place to control data and conduct checks on payroll before signing it off for month end.
- Reconcile all payroll inputs to the source documents(s), including leave, overtime, allowances, hotel, bargaining council levies and fees, utility account deductions (private), etc. for payment purposes before it is posted to Finance electronically for payment purposes
- Ensure that the proper backup procedures are in place and that data is kept for specific time periods as per the statutory requirements
- Build relationships with third parties such as retirements fund administrators, trustees, Medical Aids and the Payroll contracted service suppliers.
- Ensure that Payroll staff is trained to maintain a professional and complaint department.
- Accept responsibility for communicating information to the company with regards to payroll related and statutory changes affecting employees.
- Analyse data to assist with corrective action, analysis forecasting and budgeting.
- Administer and manage monthly payroll in regards to:
 - Statutory returns
 - Workman's compensation
 - IRP 5
 - Third Party payments
- Print all salary schedules
- Review, analyze and check payroll reports for accuracy and make necessary adjustments or corrections through journal entries or other established procedure
- Review and update employee tax and retirement records in accordance with prevailing tax codes and legislative mandates
- Complete appropriate forms to adjust wage/salary account funds or to correct or balance a special situation

- Compile and maintain data necessary to calculate and process payments for leave payout upon employee termination
- Research, analyze and resolve difficult or technical problems or questions presented by workers or outside agency representatives using knowledge of common problems and of entire payroll function.
- Recommend or participate in the development of new procedures and policies related to payroll operations utilizing knowledge of company and governmental policies and regulations.
- Assess service providers of Retirement Funds, Medical Aid or medical assistance schemes and negotiate SLAs.
- Management of the benefit scheme administration
- Negotiate service level agreements with services providers
- Monitor and give feedback of any developments in the employee benefits
- Monitor and track claims i.e. Retirement claims, Medical Boarding
- Audit current benefits and ensure proper management of claim disputes
- Communicate any benefit changes to the business.

Qualifications:

- Bachelor's degree (NQF 7) in Human Resources/ Bachelor's Degree in Financial Management
- 5 years' experience of which 2 years must be at a supervisory capacity
- Proficiency in PayDay Payroll Management System will be an added advantage


Joburg Market is an equal opportunity employer. All appointments will be made in accordance with Joburg Market Employment Equity Policy. Employer has the right not to make an appointment.

Email to payrollmanager@joburgmarket.co.za. Please note all CV's must have the following Attachments: Cover Letter, certified copy of ID, and supporting qualifications, if not attached your application will be rejected.

Please take note that if you are not contacted after 4 weeks of closing date, consider your CV as unsuccessful.

Employment Equity Target: AF or Person with Disability

The closing date is 14 December 2022 at 17h00.


06/12/2022.