

INTERNAL VACANCY

Position Title	Payroll Clerk	Location	Johannesburg
Annual salary range	TBC	Division/Business Unit	Finance
Other benefits	Provident fund, medical aid (Ocsacare)	Contract type	Permanent
Standard Hours	40 hours per week		

Primary purpose of the role

To efficient and efficiently process wages and salaries.

Key Accountabilities

(What are the general responsibilities of the role, against which performance is measured?)

- Uniclock
 - Pull and check clocking report
- Data capture
 - Clocking details & adjust manually
 - Overtime
- Check leave forms submitted against Uniclock record
- Roll over of wages, salaries – VIP system. VIP backup and roll over for next month
- Manage overtime processing
- Keep records of staff purchase and prepare reconciliation
- Manage subsistence allowance –EFT – on VIP
- Process advances/loans for salary & wages staff
- Release wages – prints reports/File
- FTC contract expiring - track and inform line managers/ HR administrator when expiring
- Process cash wages if required in the event of salaries/wages returned from the bank
- Handle NBC queries, provide details of employees when requested.
- Print payroll summaries –print, scan to HOD
- Print capitec bank statement – for Book keeper
- Load new members for NBC/ VIP
- Manage expectations from NBC
 - Scan & attach ID's – pull out files, copies send via mail to NBC
- Extract monthly hours report submit to HOD
- Add production bonus to wages/salaries when required, process
- Balance National Bargaining council schedule
- Weekly/Monthly timesheets – scan, send to Management
- Print relevant reports monthly & weekly submit to Assistant accountant to balance general ledger
- Load
 - VIP monthly employees
 - VIP wages employees
- Balance & Print reports
 - SARS
 - PAYE
 - UIF
 - SDL
 - Garnishees
- Create & submit UIF file
- Prepare UIF 19/UIF 27 forms for maternity benefits and terminations
- Print, fold & distribute payslips for salaries & wages employees
- Apply for employee TAX numbers
- Print monthly employees listing, birthdays, retirement list
- Track
 - Increases due – NBC
 - Advise on rate of pay vs. categories
 - IOD Forms
- Change & update medical aid, provident fund contributions on payroll, submit to HR manager to prepare monthly actions
- Attend to staff queries regarding payroll, wages, 3rd party payments, earning & deductions, tax queries
- NBC – doctor's letter blue & white slips
- Weekly/Monthly reconciliations

Resources

(What resources will the role holder have at their disposal, e.g. size of budget, number of staff reporting, include the geographical spread of these resources)

- Desktop
- Stationery

Key relationships

List the categories of external and internal contacts

- Finance Manager
- HR Manager
- HR & Payroll Administrator
- General staff

Performance Indicators

- Attention to detail
- Professional and open manner with all staff and open levels of communication
- Ability to harbour safe environment for all staff, on all levels
- Deadline driven
- High level of confidentiality
- Multi-tasking and multiskilling
- Positive attitude towards delivering services and output

Skills/Qualifications/Experiences	Essential	Desirable
Payroll experience 3-5 years	X	
Excellent Computer skills	X	
VIP Payroll and wages	X	
Some HR experience		X

Contact Details for all applications

Please send CV & Application form via Email to the recruiting administrator below

Recruiting Admin Name	Ntsiki Tyolo	Today's Date	19/01/14
Recruiting Admin Email	recruitment@gina.co.za	Closing Date	19/01/18
Vacancy Reference		Commence Date	ASAP

All queries in relation to this role be directed to the recruiting Admin via Email in the first instance