

**INSTATOLL AFRICA
VACANCY**

Position : **Payroll Officer**

Number of Vacancies : **01 (ONE)**

Position based at : **Head Office (Rivonia)**

Recruiting Managers	HR/IR Manager
Job Title	Payroll Officer
Salary	TBA
Start Date	TBA
Reporting Manager	Financial Director
Location	Head Office (Rivonia)
Direct Reporting Staff	None
Budgetary Control	None
Working Hours	5 days per week
Employee Benefits	Per Human Resources Manual
Minimum Qualifications	<ul style="list-style-type: none"> • 3 Year Diploma/Degree in Finance / Human resources • Knowledge of Sage 300 and Kronos Time and Management System (TAMS) • Knowledge of Tax Legislation and Basic Condition of Employment Act (BCEA)
Minimum Experience	<ul style="list-style-type: none"> • 3+ years' experience in payroll and Sage 300 • Payroll reporting and track records in driving efficiencies in the payroll function • Experience in tax legislation/provisions (e.g., Tax returns such as EMP501) and statutory requirements to payroll
Principal Functions	<ul style="list-style-type: none"> • Process payroll inputs • Manage payroll processing systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes, and other deductions. • Ensures accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates.
Core Competencies	

	<ul style="list-style-type: none"> • Good IT skills. • Good communications skills. • A high level of accuracy and attention to detail. • Good team-playing skills • Good management skills • Clear and logical thinking. • Good organizational skills and an ability to work to deadlines. • A respect for confidentiality. • Problem Solving skills
Main Responsibilities	<ul style="list-style-type: none"> • Management of the full payroll function of a staff compliment of +-1000 people (RSA and Rest of Africa) • Capture and manage all Third-party payments and reconciliations. • Ensure that statutory requirements are adhered to in respect of the various country requirements • Liaise with Medical Aids, Pension/Provident Funds, SARS, and other stakeholders within the payroll function. • Periodic reporting (Weekly, monthly etc.) including the on key metrics that aid the efficiency of the payroll function and cost effectiveness of the business. • Draft and implement policies within the payroll function.
Personal Attributes	<ul style="list-style-type: none"> • Good interpersonal skills • Calm under pressure • Honesty and trustworthy • Problem solving
Application Process	<ul style="list-style-type: none"> • Please specify the vacancy and site which you're applying for. • Send an updated CV & copies of all relevant qualifications To: hr@instatoll.co.za
CLOSING DATE	17 April 2025
Enquiries	<p>All enquiries should be directed to: hr@instatoll.co.za</p> <p>NB: Should you not hear from us within 2 weeks, please consider your application unsuccessful</p>



PLEASE NOTE: Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 2 weeks after the closure of this advertisement, please accept that your application was unsuccessful.

Instatoll Africa is committed to employment equity and equal opportunity employment