

The Health Professions Council of South Africa's vision is realised through protecting the public and guiding the professions.

Payroll Specialist

Paterson grade D1

Remuneration package: R927 580 per annum (Cost to Council)

MINIMUM REQUIREMENTS

- Matric (Grade 12).
- A relevant Degree (NQF L7)/ Diploma (NQF L6), plus a Payroll Qualification/ Certification.
- 5 years relevant End to End payroll specialist experience in an organisation with minimum of 350 employees. (please specify the number of employees on your CV).
- 3 years payroll systems experience in Sage Payroll and/or Premier.
- 3 years payroll reconciliations and third-party payments experience.
- 3 years payroll experience in SARS Bi-annual and Year-end submission.

COMPETENCY REQUIREMENTS

- Proficiency in Sage People 300 and Payroll software is a must-have.
- A deep understanding of payroll systems and the acumen to drive process improvements.
- Mastery of Excel for robust data analysis and reporting.
- Comprehensive knowledge and experience in a complex payroll environment
- Knowledge of pension fund requirements and compliance
- Communication (writing, verbal and listening) skills.
- Proficiency in MS Office.
- In-depth knowledge of Income Tax Legislation, BCEA, Employment Equity and Labour Relations
- Experience in Statutory reporting.

PRINCIPAL ACCOUNTABILITY AND KEY PERFORMANCE AREAS

- Process all payroll requests for the organisation.
- Be the guardian of employee data integrity within the Payroll System.
- Timeous and accurate capturing of employee data in respect of engagements, terminations, transfers, and promotions on Sage People 300 and Payroll.
- Preparing monthly payroll journals and reconciling reports.
- Manage relationships with employees, service providers, IT operations and Finance.
- Manage identified risks through appropriate interventions.
- Prepare SARS Bi-annual and submit on time that includes the completion of IRP 5 and IT3a and year-end process.
- Completion of IRP 501 recons and year end recons on Easy-file system.
- Submission for UIF monthly.
- Process Workman Compensation payment.
- Maintain Remuneration Policies.
- Manage employee benefits platform for pension fund and medical aid.
- Manage Statutory and third-party Payments.
- Liaise with internal and external auditors for payroll section.

N.B. Shortlisted candidates may be subjected to competency assessment.

*In line with the Council's Employment Equity plan and commitment to diversify its workforce, preference will be given to suitably qualified **White** male, **White** female, and **Coloured** female candidates. Persons with disabilities will also be preferred for appointment.*

All interested applicants should forward their application letter, together with detailed Curriculum Vitae and copies of qualifications, to recruitment@hpcsa.co.za quoting the job title in the subject line.

N.B Failure to attach required copies will result in your application not being considered.

HPCSA reserves the right not to make any appointment to this position.

The HPCSA will ensure that in processing an applicant's or employee's personal information, it will adhere to its obligations in terms of POPIA and solely use the information for recruitment purpose. By virtue of you applying for this position, you grant HPCSA the consent to keep and or process your information as per POPIA.



Closing date: 21 August 2024

If you have not heard from us within 30 days of the closing date of the application, please consider your application as being unsuccessful. Communication will be entered into with short-listed candidates only.