

HR/Payroll Administrator

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Richfield is looking for a dynamic, experienced **HR/Payroll Administrator** to actively provide a professional, effective and efficient role to the institution as part of the Human Resource Department Team.

Payroll

- Ensure the accuracy of the final payroll reports and provide timeously and accurate payroll production. Compile and submit the annual Tax Return.
- Supervise and control the inputting of data to ITS and checking the payment reports for correctness.
- Coordinates the payroll process with the HR Department.
- Monitor all payroll activities and ensure compliance with established financial and administrative requirements.
- Run payroll, print exception reports, check reports for correctness, create payroll files for review by management and load salaries on the Standard Bank system.
- Reconcile payroll and effect third party payments.
- Verify data captured for annual increments. Compile and submit monthly statutory returns.
- Biannual reconciliation of EMP 501/201, uploading IRP5 certificates on the ITS iEnabler.

HR

The core functions as outlined hereunder must be done in close co-operation with the other associated HR functions as per below:

- Recruitment & Selection
- Benefits Administration (Leave, Provident Fund, Salary Administration via ITS, incentives etc)
- Industrial Relations (Grievance, Disciplinary, Counselling, Mentoring & Coaching)
- Training & Development
- Development of Policies & Procedures
- Health & Safety, Wellness, Equity
- Statutory Requirements

Skills

- 5 Years Finance Experience in payroll office administration
- Knowledge of legal regulations
- Proficiency in payroll processing software (ITS)
- Strong Maths Skills
- Excellent verbal and written communication skills
- Excellent multi-tasking skills
- 2 Years ITS experience
- Ability to work with confidential information
- Customer, Communication and Personal Management Skills
- Strong Time management Skills

Education

- BCom Degree – Accounting preferred