JOB DESCRIPTION

HUMAN RESOURCES AND PAYROLL OFFICER

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| **National Association** | SOS Children’s Villages South Africa |
| **Location** | National Office |
| **Functional Area** | National Association |
| **Job Title** | HR & Payroll Officer  |
| **Name of Employee** |  |
| **Job Title & Name of Direct Supervisor** | Human Resources Manager |

The HR and Payroll Officer is responsible for a smooth running of payroll and all third party relations. To calculate and pay salaries and benefits timeously. Furthermore, he/she must provide a general HR Administration support to programmes and as well as the Head of HR.

**General aim/purpose of the position**

* Administering the monthly payroll and staff benefits
* Assist the Head of HR with personnel administration in line with policies & procedures
* Provide a professional service to the Association`s staff, handling queries related to salaries & benefits.
* Run the payroll system effectively
* Special projects

**Key performance areas and responsibilities:**

* **Processing of Monthly salaries and related tasks**
1. Calculate and pay salaries by the 25th of each month
2. Prepare Monthly returns, i.e. PAYE, UIF, PROVIDENT FUNDS & MEDICAL AID, ESS
3. Prepare monthly payroll reports and HR report
4. Prepare and issue cheques necessary for the salary account, maintain the salary account bank register
5. Inform the National financial coordinator of all the funds required for the salary account
6. Keep detailed record of salary advances, loans and educational assistance and deduct monies timeously and accurately
7. Monitor the consistency of salaries and grades of similar categories of staff and communicate any discrepancies to the Head of HR
8. Stay abreast with Payroll and tax requirements
9. Coordinator annual PAYE, SITE & IRP5 forms and statistics
10. Ensure the IRP5 forms are processed accurately and sent to staff
11. Assist in the preparation of any general payroll and personnel reports
12. Report annually on employment equity
13. Be a payroll and tax champion
* **Administration of new employees and terminations**
1. Ensure that new employees receive a contract, employee handbook, medical aid and provident fund information and any other essential documentation on or before the starting date
2. Ensure that all documentation (Copy of ID, CV, references, provident fund, medical aid, educational certificates etc.) are placed in the personnel file
3. Follow-up at least once a month on employee 6 month performance appraisal (probation period) are due, and obtain the Manager’s written recommendation. When received, issue a letter after having obtained the appropriate approval
4. Notify the HR Manager and the employees Manager, at least one month in advance, of any contracts which are ending or retirements
5. Calculate termination packages and give the employee clear details of the termination package in writing.
6. Issue all end of service documentation to all employees who leave the Association
* **Administer Human Recourse Benefits**
1. Personnel Records
2. Maintain and update all personnel records
3. Prepare letters and documents to be forwarded to staff members. This includes employment letters, contracts of employment, staff loans etc. Special and specific contracts will be prepared by the Head of HR.
4. Leave and Sick Leave
5. Closely monitor all leave and sick leave, maternity leave, compassionate leave, etc. Keep leave balances up-to-date on a monthly basis.
6. Ensure that leave applications are properly authorised. Follow up where procedures are not being followed.
7. Ensure that all leave forms and Monthly attendance registers are received from the programmes. The administrators are responsible for the completion and reconciliation of register and forms. You will spot check the register and leave certificates, and follow up where forms are missing.
8. Audit leave and report any abuse.
9. Provident fund
10. Responsible for the relationship with 3rd parties and thoroughly check the monthly billing and make monthly payment for provident fund. Ensure all payments are accurate and reconcile with accounts. Query and follow up any discrepant figures
11. Become familiar with IPP benefits and the waiting period
12. Administer to the payroll, waiting period, leave, UIF, salary and other benefits and payments.
13. Liaise regularly with the provident fund consultant regarding outstanding queries and provident fund issues. Follow up with the Funds administrators/appointed brokers regarding outstanding disability issues

1. Medical Aid
2. Responsible for the relationship with 3rd parties and thoroughly check the monthly billing
3. Account for figures as reflected on medical aid, provident fund and other staff benefit payments.
4. Apply for medical aid memberships, cards and advice staff fully regarding the options available. Become a medical aid champion
5. Loans/other
6. Administer any home loans through standard bank home loan division. Handle reconciliations, employee applications and queries.
7. UIF
8. Process UIF payments timeously and keep abreast of changes
9. Support and provide UIF documentation when necessary (maternity, sick, terminations etc.)
10. Workman’s Compensation and Employment quity submissions
11. Complete the annual reconciliation of salary returns accurately and timeously
12. Support programme administrators on the above and complete and submit forms on the website within due dates
13. Process annual EE returns and reports
* **Assist with any financial matters as they relate to salaries, staff benefits and personnel matters.**
1. Maintain direct communication with the finance department with regard to the clarification, execution and control of financial matters relating to the above
2. Ensure that any financial policies and procedures, as established by the Head of Finance and laid down in the financial policies, are implemented, especially where they relate to the dispensation of monies and to personnel and salary matters
3. Complete the monthly finance journal and prepare the monthly bank reconciliation
4. Assist in the annual audits
* **Become familiar with current government legislation regarding salaries, contracts and benefits.**
1. Become familiar with the basic current labour legislation as it effects the administration of salaries and personnel benefits, especially contracts of employment and leave
2. Become familiar with specific benefits and conditions including IPP, UIF, leave and standard benefits
3. Follow up on any staff queries regarding provident fund, IPP, GLA, Medical Aid, Provident fund payout for retirees in a timeous manner. Keep staff informed monthly of the progress of outstanding queries
* **Recruitment**
1. Together with the Head of HR, administer and coordinate recruitment projects of the National association
2. Obtain approved requisitions to recruit for positions as on the organizational structure and budget
3. Draft adverts and publish using available methods of advertising – internally and externally
4. Coordinate interviews and form part of a panel for your own recruitment projects
5. Do verifications and references on selected candidates using available mechanisms
6. Draft offer letters, contracts and load new employees onto the payroll system
7. Be responsible for all recruitment admin from start to end and create personnel files
8. Keep a record bank of all recruitment projects
9. Handle all queries related to recruitment projects
* **Training and Development**
1. Assist in training employees on any labour changes, benefits, processes or policies relevant to them
2. Staff Orientation
* **Employee Relations**
1. Support the Head of HR in the coordination of matters related to industrial relations
2. Document and file discipline matters
3. Be a role model when it comes to employee engagement and good standards of ethics

**Job Profile**

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| **LEGISLATIVE REQUIREMENTS** |
| Adherence to relevant South African legislation. |
| QUALIFICATIONS, EXPERIENCE, SKILLS / KNOWLEDGE, |
| **QUALIFICATIONS** | Grade 12 Minimum Nat.Diploma Human Resources ManagementPayroll certificates or equivalentHigher Qualification in HR Development will be an added advantage |
| Valid South African Driver’s licence – car preferable |
| **EXPERIENCE** | At least 3-5 Years in an HR environmentMin of 5 years in a payroll position |
| **SKILLS / KNOWLEDGE** | **Knowledge specific to the position:*** Payroll administration
* Knowledge of SA labour Law (HR) and relating to payroll
* Excellent computer literacy and report ability
* SAGE VIP Payroll guru
* Strong admin focus

**Skills (Key technical skills required):*** Able to work reliably and efficiently
* Good organisation and administrative skills
* Able to communicate well at all levels
* Good report compilation and writing skills
* Ability to manage under alot pressure
* Interpersonal skill
* High sensitivity to deadlines
* High attention to details
* High level of confidentiality
* Building relations and networking skills
* People management and capacity building skills
* Planning, organising and coordination skills
* Conflict management skills
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| **PERSONAL ATTRIBUTES** |
| **Personal Motivation*** Concern for working well or for measuring oneself against a standard of excellence.
* Striving for improvement.
* Attaining results.
* Staying competitive.
* Striving for innovation.

**Teamwork*** Works co-operatively with others.
* Communicates openly, appropriately and consistently, keeps team informed and current.
* Willing to learn from others.
* Solicits ideas and input from team members, and willing to incorporate team.
* Encourages other team members.
* Builds team spirit by promoting a friendly climate.
* Addresses issues directly and with relevant people.

**Decision making** * Ability to make sound decisions based on comprehensive research and information.
* Ability to make decisions in appropriate time-frames.
* Self-confidence to stand by decisions and back them up.
* Ability to articulate decision process.
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**THIS IS A VERY URGENT APPOINTMENT.**

**Only candidates who match the key requirements need to apply. Please send your CV to** **karen@maraisbutton.co.za**

**Contact will only be made with shortlisted candidates.**