

EXTERNAL ADVERT

Location:	Centurion
Division:	HR & OD
Date last modified:	November 2023
Reports to:	Senior Manager: Total Rewards
Nature of employment:	Permanent
Total Guaranteed Pay:	Market related

[PAYROLL & REWARDS SPECIALIST]

The main purpose of this role, not limited to:

- 1) Manage the entire payroll operation and assume responsibility for this function and ensure that all deadlines are achieved, and legislation is adhered to.
- 2) Acts as compensation specialist by conducting research and ensuring best practice is applied, through specialist advice.
- 3) Ensure the efficient running of all salary related information and queries, and reporting thereof to management and employees where applicable.

THE KEY PERFORMANCE AREAS OF THE ROLE IN FOCUS, ARE:

1. IMPLEMENTS AND MAINTAINS PAYROLL PROCESSING SYSTEM

- Accurate processing of payroll transactions including salaries, benefits, taxation, and other deductions.
- Runs a smooth and accurate payroll, prepare 3rd party schedules, monthly.
- Successful Oracle System testing when implementing enhancements to the operating system.
- Performs Payroll reconciliations – EMP201 and submits via SARS E-Filing before 7th of the month.
- Updates and reconciling of SARS statement and payroll tax submission schedule to prepare for year-end tax submission, monthly.
- Corrects Tax errors on payroll before importing on the SARS E-filing system.
- Reconciles IRP5's on SARS Easy file system and submit to SARS via E-filing.

- Checks for IT88 notices for tax garnishee.
- Supplies IRP 5 requests from ex-employees.
- Completes UI19 and salary schedule for ex-employees.
- Assists with compiling certificate of service and Confirmation of employment letters
- Submits all statutory submissions on time.

2. SPECIALIST SERVICES AND ADMINISTRATION OF THE COMPENSATION

- Gatekeeper and ensure compliance to TCTA Remuneration Policy.
- Provides specialist advice and services regarding compensation.
- Conducts required best practice studies and benchmarking practices to recommend based on advice compensation tactics.
- Executes requests related to compensation administration.
- Conducts compensation surveys and complete same.
- Guides employees about package restructuring.
- Conducts remuneration analyses based on remuneration structure and best practice such as wage and race gap analysis.

3. ADMINISTRATION OF THE OPERATIONAL AND SALARIES BUDGET

- Co-ordinates and tracks the Operational against the procurement plan using a tracking report.
- Monitors and manages the salaries budget against monthly payrun supplying monthly reports.
- Prepares Divisional costing reports, interrogates same and submits to executives, monthly.
- Compiles annual salary budget, based on benchmarking and increases.

4. STATISTICAL REPORTING

- Adheres to all relevant statutes, statutory bodies, rules and regulations, and organisational policies.
- Submits the SARS (RSA and Lesotho), UIF, COIDA, SDL, BBBEE, STATS SA statistical reporting by deadline

5. CONTROL ENVIRONMENT

- Adheres to all audit requests.
- Drafts and submits applicable policies for approval.
- Administers the correct application of applicable policies.

MINIMUM REQUIREMENTS

- B Degree or equivalent in HR or related
- Payroll certification a must
- 8 years experience in end to end payroll
- Experience in remuneration and compensation is a must
- Experience in using Oracle system is a must
- Attention to detail
- Knowledge and application of BCEA and LRA
- Microsoft Office proficiency

Please email your CV accompanied by Cover Letter to careers@tcta.co.za the subject should be the position title. For enquiries, please contact Ms Sixolile Shabalala on sshabalala@tcta.co.za

TCTA's approved Employment Equity Plan and Targets will be considered as part of the recruitment process. As an Equal Opportunities employer, the organisation actively encourages and welcome people with various disabilities to apply;

If you have not been contacted within 30 days after the closing date, please accept that your application was unsuccessful.

All appointments shall be subject to Competency Assessments.

A detailed job profile is available on request.

Closing date: 21 December 2023

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