



### **INTERNAL/EXTERNAL ADVERT**

The Office of the Pension Funds Adjudicator (OPFA) is established in terms of section 30B of the Pension Funds Act, 24 of 1956 to dispose of pension fund complaints lodged in terms of the Act in a procedurally fair, economical, and expeditious manner.

**Position** : **Payroll Officer**  
**Position status** : **Permanent**  
**Reporting line** : **Chief Financial Officer**  
**Position location** : **Pretoria, Ashlea Gardens**

#### **Qualifications and Experience:**

- Diploma in Payroll Management / Degree in Finance Management or equivalent.
- 3 - 5 years' experience in payroll administration

#### **Minimum Requirements and Key Competencies:**

- Applied knowledge of Sage People 300
- Financial Accounting - Knowledge of key principles of accounting
- Microsoft Office and ERP - Knowledge of advanced Excel and ER query reporting
- Financial Accounting
- SA Tax legislature
- Basic Conditions of employment
- COIDA
- Labour Relations Act

## **Responsibilities:**

### **Payroll Execution**

- Preparation, input and processing monthly payroll on the system.
- Ensuring allowances and deductions are captured correctly and in accordance with policies and procedures.
- Calculating and processing of all employee benefits and claims including cell phone claims, allowances, overtime, leave encashments, medical aid, pension funds etc.
- Provide HR with dummy payslip to facilitate offers of employment.
- Provide HR with accurate calculations to facilitate cost recoveries from exiting employees.
- Process load and remit payslips on the ESS system.
- Follow up on outstanding leave and debt forms of terminations whilst ensuring all staff debt is accounted for by doing monthly recons on outstanding debts.
- Capturing and processing all ad hoc employee payments, including all bonus and incentive types.
- Monthly export and reconciliation of salaries file for approval by the CFO
- Conduct payroll back up and rollover – through closing and opening of new payment periods.
- Filing and archiving of documents

### **Financial and Management Reporting**

- Ensure Balance Sheet Accuracy – By ensuring all Payroll, Cash Advances, debts and amounts payable to SARS and 3rd Parties are accurately reflected in the Balance Sheet through the performance of monthly reconciliations.
- Monitor accurate and efficient administration and reporting of transactions pertaining to Payroll through the reconciliation of the GL report from SAGE to the salaries file.
- Complete quarterly survey for SSA (Statistics SA)
- Develop/review Payroll Policies and Procedures
- Continuous improvement of processes and procedures to increase efficiency.

### **Tax Management**

- Monthly submission and payment of Tax (PAYE), UIF and SDL SARS by the 7<sup>th</sup> of each month
- Monthly submission of EMP201 on the E-filing
- Submission of monthly UIF file to Department of Labour.
- Performing the bi-annual and annual IRP5 calculations, reconciliations and submissions to SARS
- Ensuring tax system is compliant with national tax laws through the creation and maintenance of earnings and deduction codes on Sage 300
- Following up on outstanding tax numbers compulsory for IRP5 submissions.
- Perform ad hoc individual tax re-calculations.
- Submission of Tax Directive requests to SARS.
- Validating third party payments

### **3rd Party payments**

- Ensuring all third parties are paid on time e.g Garnishee orders, medical aid Pension, etc.
- Monthly reconciliations of 3rd party for approval by CFO and creation Of payment
- Submit via e-mail the monthly proof of payments to 3rd parties.

### **Relationship Management**

- Responding to salary queries from staff as well as providing efficient support and communication in terms of Payroll
- Responding to payment/audit queries from external and internal auditors as well as for BBBEE verifications
- Logging of Payroll system errors with ICT and testing of system/payroll changes.

### **Behavioural Attributes:**

The potential suitable candidate must be a strategic and creative thinker, passionate about service delivery, be able to thrive under pressure. The candidate must be able to display compassion towards members of the public and complainants and have an open-door policy. Energetic, outcomes and deadlines driven attributes are essential. An influential team player, great communicator, with high levels of integrity and professionalism.

**Remuneration:** OPFA offers market related remuneration commensurate to the successful candidate's skills and experience.

**Interested persons may submit applications, inclusive of academic qualifications and CV to [careers@pfa.org.za](mailto:careers@pfa.org.za). Closing date for applications is 08 December 2023.**

**The OPFA reserves the right not to make an appointment. If you do not receive any response within a month of the closing date, please accept that your application has been unsuccessful. Regret correspondence will only be sent to interviewed candidates.**

**The OPFA is an equal opportunity employer and as such, preference will be given to candidates from the designated groups in line with the organisation's employment equity plan. [Persons living with disability are highly encouraged to apply.](#)**

**By completing your details and submitting your application, you consent to OPFA processing your personal information.**