

ADVERTISEMENTS: FINANCE DEPARTMENT EXTERNAL

Applications are hereby invited from suitably qualified and experienced persons for the following vacant position:

POST: OFFICER PAYROLL

SALARY TK: 10

SALARY SCALE: R264 609 – R343 456

QUALIFICATION AND EXPERIENCE REQUIRED

- Grade 12
- National Diploma in Accounting
- Valid drivers' license
- Computer literacy – Officer applications
- 2 relevant years' experience.
- Sound administrative skills.
- Good verbal and written communication skills
- No criminal record- clearance certificate must be submitted.

CORE RESPONSIBILITIES

- Processing payroll parameters/ fields on the system with regards to statutory deductions, rates of pay, transfers, etc.
- Reconciling the monthly billing schedules with the total deduction on the payroll system.
- Comparing contributions recorded on the payroll system to the billing per member.
- Requesting monthly deduction schedule for the various Medical Aids Service Providers; investigating variances identified on contributions and follow up with Medical Aid Service Provider, ensuring number of dependents are correct on the payroll system for Medical Aid Tax Credit purposes and investigating variances identified on number of dependents and follow up with Medical Aid Service Provider.
- Implementing Annual Increases as per the various medical aids contribution tables through updating various contribution of each employee, updating company share based on contribution, and ensuring contribution are in line with company policy.
- Capturing salary and wage information for employees/ councillors against specific control votes and inserting required information with respect to benefits to activate deduction sequences.
- Attending to the payment of salary/allowances, completing bank deposit instructions and/or posting of payment notification/ advice/ for non-negotiable cheques.
- Implementing and monitoring payroll processes on computerized salary systems, specific applications and implementing approved changes and enhancements through consultation with the accountant.
- Encoding of all new employee's static details, allowances, and employee terminations.
- Preparing and extracting payroll reports and proceeding with the printing of payslips upon approval.
- Addressing queries related to deductions and allowances and provides explanations to calculations/ adjustments based on information pertaining to amendments benefit administration fund rules.
- Completing specific application/ claim forms with respect medical, insurance and/ or other related benefits for members upon engagement and/ or termination of services.
- Extracting reports detailing allowances, overtime and stand-by payments and submitting to the accountant: Payroll for perusal and circulation.
- Attending to the administrative functions associated with the medical aid deductions and payments to the relevant service providers.

- Attending to the insurance payments, garnishee orders and all necessary stop order payments through verifying Employees for Garnishee Stop Payment on receipt from the sheriff of the court, capturing the stop order deduction with the relevant commission
- percentage (5%) on the Payroll System, verifying employees for new insurance stop orders by counter signing the application form, updating monthly schedules on the Payroll System, and ensuring that relevant commission is charged on the System.
- Processing salary advances, monthly expectations (pay roll system) and all necessary deductions, e.g. meeting fees, fines, overtime, permanent earnings, and deductions, etc. through calculating qualifying amount for employees based on working days, signing off the qualifying advance amount and distributing to employees for approval signatures by Head of Departments and Municipal Manager.
- Distributing monthly schedules for third parties, attending to pensioner existence forms, generating relevant reports on the Pay Roll System and completing required documentation for the SALGA Bargaining Council e.g. Levies report.
- Maintaining registers detailing returns submitted to benefit schemes, official and statutory bodies inserting information from supporting documentation/ statements reflecting receipt of payment.
- Updating files with current and relevant information pertaining to the payroll administrative activities.
- Retrieving supporting documentation and records to facilitate and support query resolution.

All applicants must complete the official Dr Beyers Naude Local Municipal application form which must be accompanied by a detailed curriculum vitae plus certified copies of all qualifications not older than two months and at least two recent testimonials which must reach the Human Resources Officer,

(Mrs.H.C.Wessels) at the following addresses: Dr Beyers Naude Local Municipality, P.O. Box 71, Graaff-Reinet, 6280, Email: wesselsh@bnlm.gov.za / klassend@bnlm.gov.za not later than **Friday, 27th October 2023**. Late applications will not be considered. The municipality is committed to the provisions of the Employment Equity Act in its Recruitment/Employment policies. Applicants who have not been contacted within six weeks from the closing date of the advert should consider themselves unsuccessful, applicants should also consider themselves unsuccessful when not contacted six weeks after the interviews. Canvassing of councillors or officials in respect of the position will lead to the disqualification of the applicant. Council reserves the right to fill or not to fill the vacancy.

DR E.M. RANKWANA
MUNICIPAL MANAGER

P.O. Box 71
Graaff-Reinet
Tel: 049 8075700

NOTICE NO: 121/2023.