



Landy Industries Ltd

Address: Plot 25, Block 185, Mbalala, Mukono Town, Uganda

P. O. Box: 3789 Kampala, Uganda

Tel: +256-702-159-363

E-mail: landyindustries2009@gmail.com

Job Title: Payroll Assistant

Location: Mukono Mbalala, Central Region, Uganda

Company: Landy Industries Ltd

Job Type: Full Time

About Us:

Manufactures of Shoes, Gumboots (EVA , PVC), Been operating in Uganda since 2009. We import high volume of EVA ,LDPE, PVC, DOP ... and others chemicals for our manufacturing, committed to delivering excellence and fostering a positive work environment. We are currently seeking a detail oriented and dedicated Payroll Assistant with a strong background in Accounting and Finance to join our dynamic team.

Job Description:

As a Payroll Assistant, you will be responsible for ensuring accurate and timely payroll processing, maintaining payroll records, and providing support to the payroll team. Your role will involve collaborating with various departments to ensure compliance with company policies and regulatory requirements.

Key Responsibilities:

- ◆ Assist in the preparation and processing of payroll for employees.
- ◆ Maintain accurate payroll records and employee data.
- ◆ Verify and reconcile payroll information.
- ◆ Handle payroll related inquiries and provide support to employees.
- ◆ Ensure compliance with statutory regulations and company policies.
- ◆ Assist in the preparation of payroll reports and summaries.
- ◆ Support month end and year end payroll processes.

Qualifications:

- ◆ Bachelor's degree in Accounting, Finance, or a related field.
- ◆ Minimum of 1 year of experience in payroll processing or a related role.
- ◆ Strong understanding of payroll procedures and regulations.
- ◆ Proficiency in payroll software and Microsoft Office Suite, especially Excel.
- ◆ Excellent attention to detail and organizational skills.
- ◆ Strong communication and interpersonal skills.
- ◆ Ability to work independently and as part of a team.

Benefits:

Competitive salary and benefits package.
Opportunity for professional growth and development.
Positive and supportive work environment.

How to Apply:

Interested candidates are invited to submit their resume and cover letter to landyindustries2009@gmail.com by **17th Feb 2025** deadline. Please include "Payroll Assistant Application" in the subject line of your email.