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Digicall
currently has the following Vacancy:

**Payroll Consultant
Johannesburg**

ROLE SUMMARY

The Payroll Consultant will primarily be responsible for the processing and delivery of employee payroll data to be used for remuneration purposes. This role will include time and attendance related duties, processing of employee benefits and overall maintenance of the employee filing system.

QUALIFICATIONS

- **Minimum:** Senior certificate or NQF level 4 equivalent
- **Advantageous:**
 - Certificate from Sage will be advantageous.
 - Honours degree will be advantageous.

EXPERIENCE

- A minimum of 2 to 3 years of work-related skill, knowledge, or experience is needed on Sage 300 People.

SKILLS & KNOWLEDGE

- Proficient in Sage 300 People
- Good working knowledge of Microsoft Excel
- Knowledge of Human Resources Management Systems and practices
- Knowledge of the Basic Conditions of Employment Act
- Knowledge of medical aid schemes and pension funds
- Knowledge of payroll and accounting practices and principles

RESPONSIBILITIES

Operational:

- Setup monthly schedules for clients.
- Ensure input is received each month.
- Processing input accurately (1 loop process).
- Process a minimum of 750 employees during payroll.
- Ensure approval is received timeously.
- Accurately complete job card per client.
- Resolve client queries.
- Run payments files and follow up on payments if required.
- Ensure payslips and invoices are issued.
- Responsible for final reporting.
- Ensuring that UIF submissions are made.
- Capturing data for EMP201 payments and ensuring payments are released.
- Conduct Tax Year end reconciliations.
- Ensuring mid-year SARS submissions are done.
- Third party schedules and payments are done if required.
- Generating WCA and EE reports to be sent annually.
- Ad hoc reporting/ consulting.
- Problem solving as needed.
- Maintaining the Administrative processes and procedures.
- Any other reasonable duties that may be required from time to time.

COMPETENCIES

- **Establishing Rapport:** Very quickly establish rapport with people. Like making new friends and find making friends easy. Attach importance to and are effective in making a good first impression.
- **Articulating Information:** Presentation oriented, good at explaining things and confident when meeting new people.
- **Documenting Facts:** Communicates well in writing, readily understand the logic behind an argument and will ensure that

all the relevant facts are taken into consideration.

- **Interpreting Data:** Very effective in applying technology and working with numerical data when evaluating problems. Relies heavily on facts and hard, objective data when evaluating problems.
- **Showing Composure:** Remains calm and does not get anxious before or during important events. Works well under pressure.
- **Following Procedures:** Extremely rule following, procedural and risk averse.
- **Upholding Standards:** Uphold the highest standards and honour agreed commitments. Is discreet and maintains confidentiality.
- **Meeting Timescales:** Conscientious about meeting deadlines, highly punctual and highly unlikely to leave things unfinished.
- **Checking Things:** Very thorough and even perfectionistic, ensures that things are done properly, delivering high quality work with great attention to detail.
- **Producing Output:** Works at a fast pace, works well when busy and copes well with multi-tasking.

Closing Date: 16 September 2024

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