

Job Description

Company – ASO

Site: Mobeni

Name:

Date: 20.05.2025

Signed:



Position Details

Job Title: Payroll Administrator

Job Summary:

Responsible for gathering time records from employees and calculating hours worked and pay received for each employee accurately. To ensure that time records are accurate and that any inconsistencies or errors are resolved. Prepare & manage the payroll processes of employees.

Qualifications

- Grade 12
- National Diploma in Payroll Administration OR relevant qualification,
- 3 years relevant payroll experience
- Sage 300 experience

Role Competencies

- Excellent numeracy and literacy skills.
- Good timekeeping and an ability to meet strict deadlines.
- Organised, logical and methodical approach.
- Ability to remain calm under pressure.
- Must be meticulous in payroll calculations
- Must be deadline driven

Position Responsibilities

- Process & manage complete payroll function for all KZN payrolls – 122 employees
- Collating of payroll information & review for completeness, accuracy & integrity
- Capture all new employees, maintain accurate employee database relating to promotions, rate of pay changes, increases, departmental changes, etc
- Process all terminations, conduct reasonability checks on high leave balances before payout
- Calculate & capture all salary related information such as overtime, garnishees, loans, allowances, advances, commissions, IT88, etc timeously
- Flag employees on maternity leave. Reinstate all relevant earnings, benefits & deductions upon return
- Perform pay variance to review to ensure that all nil pay, short pay & negative pay have been adequately addressed & resolved
- Maintain ESS setup on Sage system. Ensure employees are correctly linked to ESS rules
- Check & print all payroll reports
- Eco Time – checking timesheets on a weekly basis & pick up any issues. Managing the system & ensuring all issues are resolved

Leadership Standards

- Excellent numeracy and literacy skills.
- Good timekeeping and an ability to meet strict deadlines.
- Organised, logical and methodical approach.
- Good Team Player

Skills and Attributes

- | | |
|-----------------------|---|
| - Diplomacy | - Able to interact at middle management level |
| - Initiative | - Able to plan ahead |
| - Assertiveness | - Manage time |
| - Tolerance of stress | - Able to prioritize |
| - Creativity | - Flexibility |
| - Proactivity | |
| - Attention to detail | |
| - Deadline driven | |

Key Performance Indicators (KPIs)

- Prepare & manage payroll processes of employees
- To ensure employees are paid accurately & on time
- Meet payroll deadlines
- To ensure accuracy in the payroll & that any inconsistencies or errors are resolved