



Vacancy Payroll Administrator

MIET AFRICA, a regional NGO working in education development, requires a Payroll Administrator. This is a 12-month contract position. The successful applicant will be based at MIET AFRICA's head office in Durban.

Key tasks:

1. Pastel Payroll—maintain relevant systems, procedures and controls relating to:
 - Pastel Payroll capturing and processing—timely and accurate monthly processing
 - Input of monthly travel and subsistence
 - Ensure timesheets are obtained, where required
 - Input staff leave in compliance with conditions of employment
 - Administering and balancing of medical aid and provident fund/TSA monthly
 - Maintain payroll control files with all relevant payroll reports

2. Statutory Returns—submit timely and accurate statutory returns, such as:
 - Monthly EMP201
 - Bi-Annual PAYE Reconciliations
 - Annual Employment Equity Returns
 - Annual SETA Returns
 - Annual COID Returns
 - Quarterly STATS SA returns
 - Data management and filing

Requirements

- Matriculation, and relevant qualification in Pastel Payroll
- Minimum of five years' experience in Pastel Payroll, including troubleshooting
- Strict adherence to systems, procedures and controls that ensure Payroll records are correctly and accurately recorded
- Extensive knowledge of statutory compliance / requirements
- Excellent computer skills, including proficiency in Microsoft Word, Excel and Outlook
- Excellent information / data management skills
- Attention to detail
- A commitment and professional ethical standards
- Collaborative work style and commitment to meet set deadlines
- Code B/EB (Code 8) driver's licence
- Experience in the NGO environment an advantage

Interested applicants should email:

- 1) A letter of application, clearly stating "**PAYROLL ADMINISTRATOR**"
- 2) Curriculum Vitae (CV)
- 3) Copy of ID or passport
- 4) Copy of driver's licence
- 5) Copy of latest salary slip
- 6) Copy of the following qualifications:
 - Grade 12 / matric certificate
 - Pastel payroll

To: applications@miet.co.za

Note:

Incomplete applications will not be considered.

MIET AFRICA reserves the right not to fill the post or to re-advertise to widen the pool of applicants.

The salary package will be discussed with the successful candidate.

Closing date for submission is 4 November 2020.

Only shortlisted candidates will be contacted.