



City of Johannesburg  
Johannesburg Development Agency

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### Exciting and Challenging position

The JDA is an agency of the City of Johannesburg which stimulates and supports area-based economic development initiatives throughout the Johannesburg metropolitan area in support of Joburg 2040. As the development manager of these initiatives, JDA coordinates and manages capital investment and other programs involving both public and private sector stakeholders.

The following position is available for an achievement-oriented individual with initiative and a commitment to give substance to this vision.

### PAYROLL SPECIALIST C4 SALARY R 522 198 – R 783 357

**PURPOSE OF THE POSITION:** Reporting to the Senior Manager: Human Capital Operations & Talent Management the role will coordinate, implement, maintain, and review the payroll processing function to ensure timely and accurate processing of payroll transactions.

#### KEY PERFORMANCE AREAS:

**Payroll Processing** - • Process information on the payroll system in accordance with HR policy and procedures and within the required timeframe. • Verify that the mandatory fields have been completed. • Recover and monitor debt for any salary overpayments. • Obtain approval from the Senior Manager to run the payroll, exporting payslips onto payroll system. • File and maintain reports after the monthly payroll run has closed.

**Payroll Administration** - • Verify the timeous receipt of all time sheets, payroll changes, records and other related material prior to close of payroll run. • Liaise with Finance for the processing of payments to 3<sup>rd</sup> parties and adhere to timeframes for the forwarding of the relevant statutory documentation. • Maintain a filing system of all pay records, associated time-keeping data, statistics, leave records and related information in accordance with statutory requirements. • Provide input into payroll policies, procedures and processes, and monitor compliance therein. • Review payroll manuals, system manuals and training manuals and make recommendations to Senior Manager to improve content. • Liaise with service providers on benefit administration i.e. requesting for and receiving medical aid and retirement information, and administer the Pension / Provident Fund portals. • Prepare the SARS amount based on payroll system. • Maintain integrity of the payroll system at all times and make recommendations on system enhancements and / or maintenance to ensure payroll best practice and system efficiency. • Input into the preparation of quarterly statistics in collaboration with the Senior Manager. • Backup payroll reports and any relevant information and save on the server at the end of every month. • Provide support during the audit process and ensure availability of the necessary payroll related documentation.

**Payroll Query Handling** - • Address all payroll queries in accordance with HR policy and procedures and within the allocated timeframe. This includes queries regarding medical aid, retirement, pay slips, garnishing orders, etc. • Assist employees with completing and submitting claim forms.

Legal and Governance Requirements:

- Basic Conditions of Employment Act
- Labour Relations Act
- Occupational Health and Safety
- Policies and Procedures
- Companies Act
- Corporate Governance
- Financial reporting standards
- Income Tax Act
- Payroll Management:
  - Oversee all payroll activities, including the month-end process, ensuring accuracy and compliance with company policies and statutory requirements.
  - Ensure payroll procedures are fully defined, meet best practices, and that the department adheres to these practices.
  - Facilitate the generation of continual improvement processes and quality standards within the Payroll Department.
  - Ensure costs are allocated correctly to each cost centre on the payroll system.
  - Load payments onto the banking system and manage the first release.
  - Facilitate payroll audits, ensuring the efficient provision of information to auditors.
  - Prepare accurate and timely reports as requested by management and for presentation at EXCO.
  - Provide management with key statistics, trends, and recommendations.

- Prepare bonus and increase schedules.
- Advise on any anomalies.
- Initiate salary scenario costing for planned initiatives.
- Management of the CTC tool for all CTC staff packages including offers package and annual salary review updates.

**Education and experience required:**

- Minimum Degree or Advanced Diploma in Human Resource Management or Information Technology or equivalent (NQF level 7).
- Relevant experience in SAP HR systems minimum 2 years.
- Minimum 3 years' experience in HR, payroll processing & payroll administration
- Advanced MS Word and EXCEL skills
- Valid unendorsed code EB driver's license
- SAP certification will be an advantage.
- Sound knowledge of Remuneration Best Practice
- Sound knowledge of the HR industry
- Advanced MS Word and EXCEL skills
- Valid unendorsed code EB driver's license

**Please take note that only online applications will be considered. Please apply by using the following link below:**

**APPLY ONLINE VIA THIS LINK: <https://share-eu1.hsforms.com/1DoOW4mLcS8-lmi-T1Rpchwew554>**

Closing date: 23 March 2025

Correspondence will be with short-listed candidates only. Should you not hear from us within 30 days of the closing date, please consider your application unsuccessful.

Johannesburg Development Agency is an equal opportunity employer and position will be filled in line with its EE targets

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