

The BANKSETA is a statutory body established through the Skills Development Act of 1998 to enable its stakeholders to advance the national and global position of the banking and alternative banking industry. As guided by its mandate the BANKSETA is as such an agent of transformation by promoting employment equity and broad-based black economic empowerment through skills development.

Reference Number:	BSHRPAY022023
Job Title:	Officer: Human Resources and Payroll
Job Band:	C
Reporting Line:	Manager: Human Resources
Full-time/Part-time/Contract:	6 month contract
Location:	Gauteng - Centurion (Head Office)

**Remuneration: R 44 912,06 CTC per month.**

#### **The purpose of the role:**

To ensure accurate and timely in-house payroll management, coordination and administration in accordance with statutory regulations governing the organization with respect to employer-employee relationships on remuneration activities.

To provide human resources administrative support to the internal HR Department.

#### **Main Responsibilities:**

##### **Recruitment and Selection**

- Advertisement of the vacancies
- Recipient of applications and filing thereof
- Assist with the screening and short listing of applications
- Scheduling of Interviews & making travel arrangements where required
- Preparation of interview packs and interviewing for administrative and specialist levels
- Regretting of unsuccessful candidates
- Management of the Risk Assessment process
- Drafting of Offer letters

##### **Resignations/Exits**

- Notify (Old Mutual, Liberty Life, Payroll & Bankmed) of the termination
- Ensure that the claims form for the Pension Fund is completed by the employee and submitted on time to Old Mutual
- Ensure that the exit interview form is completed by the exiting employee and filed
- Ensure that all monies owed to the BANKSETA is accounted for
- Issue the Certificate of Service

## **Payroll Administration**

- Coordinate data migration and ensure accuracy from old to new payroll system
- Ensure the employee data base system is well maintained an up-to date at all times with accurate employee information
- Ensure the efficient administration of the engagement of new employees; inter alia prepare contracts, offer letters, agreements and process all pre-employment checks.
- Ensure that all payroll instructions are accurately prepared and logged in time for the monthly payroll run and submitted for authorization (for example; contractual variations, new starters, leavers, contractual benefits and staff benefits).
- Close working relationship with Finance to ensure accuracy, required checks and balances, adherence to agreed controls and procedures and all queries are timeously resolved
- Ensure compliance of all new employee documentation with the internal policies and procedures and the availability of these records
- Assist the HR Manager in consultation to employees to resolve any queries related to benefits and payroll
- Develop and provide various standard and ad hoc reports ensuring deadlines are met and information provided is accurate and up-to-date
- Ensure the maintenance of accurate payroll records to facilitate the achievement of an unqualified audit
- Ensure the timeous submission of annual and bi-annual PAYE/IRP5s
- Quarterly submission of Stat SA reports
- Annual submission of Return of Earnings
- Ensure the timeous and accurate reconciliation of Letsema Kuyasa learner leave and payments and liaising with the Youth Department with regards to said payments and taxation thereof.
- Ensure and explain to staff the basic components on the payslip and provide feedback to staff with regards to new developments in payroll legislation
- Liaise with the payroll provider with regards to adjustments and reprogramming of the payroll system to ensure alignment with changes in policies and procedures
- Ensure accurate capturing of personnel leave via ESS onto the payroll system in line with company policy and BCEA
- Liaise with HR department with regards to changes in staff leave and compliance with the LRA and BCEA
- Ensure the timeous and accurate reconciliation of leave reports to the payroll system and provide management tools in terms of reporting with regards to the control and management of leave
- Ensure submittance of Emp201's to Finance by 07th of each month
- Ensure sound administration and recording across all payroll processes and procedures
- Develop, maintain and periodically review payroll policies, applications, systems and procedures ensuring compliance to legislation and alignment to best practices

## **HR Administration and audit**

- Maintenance of Personnel File and ensures completeness thereof
- Creation of files for newly appointed staff members
- Data capturing on to the HRIS (new personnel) and continuous update thereof
- Adhoc assistance to the HR Department when required

## **Invoice processing**

- Upon delivery of goods/services – request invoices from the services provider
- Payment of invoices within 15 days of receipt
- Recording of all invoices received for tracking purposes

**Competencies:**

- Attention to details and accurate output
- Take ownership and responsibility for tasks
- Strong communication skills
- Strong documentation and computer skills
- Ability to work and deliver under pressure
- Integrity
- Resilience and drive
- Innovation and resourcefulness
- Good interpersonal skills
- Effective communications skills at all levels
- Deadline driven
- Assertive
- Conflict resolution

**Knowledge and Skills Required:**

- Knowledge and understanding of relevant HR and Payroll legislation
- Computer literacy
- Office administration

**Minimum Requirements:**

- 3 years' experience in a human resource environment, of which 2 must be in the management of payroll
- Prior working experience within the SETA environment (advantageous)
- Relevant qualification in Human Resource or related field

Closing date for applications: **21 February 2023**

Please direct all applications to [hrpayrollofficer@bankseta.org.za](mailto:hrpayrollofficer@bankseta.org.za)

Please use the reference number of this advert (BSHRPAY022023) when applying.

***Note: Preference will be given to candidates who meet BANKSETAs Employment Equity Plan. White and coloured males/females are encouraged to apply.***