



JOB DESCRIPTION

A IDENTIFICATION INFORMATION

- A1 Job title:** Officer Payroll
- A2 Department/Programme:** Finance
- A3 Section/Project:** Payroll
- A4 Reports to (position):** Superintendent - Payroll
- A5 Supervises (Name of Positions):** None

B JOB DESCRIPTION

B1 Overall purpose of the job.

A Payroll professional is responsible for processing payroll, remitting payroll taxes and government reporting as well as preparing monthly, quarterly and year-end payroll statements. A Payroll Supervisor/Officer / Manager will ensure compliance with government regulations, establishing and implementing policies on matters such as payroll advancements to employees and the hiring, and supervision of payroll staff.

Key Responsibilities

- Ensuring all payroll transactions are processed efficiently
- Collecting, calculating, and entering data in order to maintain and update payroll information
- Compiling summaries of earnings, taxes, deductions, leave, disability, and non-taxable wages and reporting on this.
- Determining payroll liabilities by calculating PAYE, social security fund, local service taxes, employer's social security, unemployment, and workers compensation payments
- Resolving payroll discrepancies
- Maintaining payroll operations by following policies and procedures
- Developing ad hoc financial and operational reporting as needed

C Knowledge, qualifications & Experience

- He / She should have an experience from a Manufacturing Industry

C1.1 Education:

- BS degree, BBA, Bcom in Accounting & Finance or any other related field. He / she must also be fully registered with CP



JOB DESCRIPTION

C1.2 Experience, Skills and Competences:

A minimum of 2 years of working experience in a accounting position, preferably working as junior Accountant in the Accounts department. demonstrate a strong understanding and experience working with multiple finance disciplines.

Communication Skills: The position demands constant interactions with employees, management, and stakeholders throughout the business and, therefore, communication skills are an absolute necessity.

Ms Office: A candidate for this position must be proficient in the use of Ms Word, Ms Excel, and Tally, SAP, EFRS, FICO, all necessary for the creation of not only visually but verbally engaging materials, reports, presentations, and proposals for departmental heads and management, stakeholders.

Analytical Skills: A candidate for this position must be capable of gathering and interpreting raw information and data, documenting findings, and drawing appropriate recommendations.

Interpersonal Skills: The candidate must be a helpful, calm and professional individual and demonstrate calmness during times of uncertainty.

People Skills: individual who is able to garner the trust and respect of departmental heads and management.

SIGNATURES:

Job Holder (name):

Sign: Date:

Line Supervisor (name):

Sign: Date: