

Vaalharts Water: Advert



Payroll Clerk

A position of Payroll Clerk is available at Vaalharts Water User Association trading as Vaalharts Water, which has as its core business raw water bulk distribution to farmers, industries and municipalities with its head office situated at the address indicated below

Name of the Position:	Payroll Clerk
Minimum Qualifications:	Relevant payroll degree or diploma or certificate.
Experience	3 or more years' payroll experience, extensive Excel experience and skills and Ms Office experience
Salary /Package	Market and experience related

Key Performance Area:

The successful person will be required to perform amongst other tasks:

1. Monthly payroll input on SAGE People Payroll 300 (Full Payroll Function End to End)
2. Return of Earnings Report (COID)
3. Update all annual and notch increases and projections
4. Administer merit/performance/incentive/production bonus calculations and payouts
5. Collate the correct documentation payroll monthly submission file
6. Liaise with relevant departments and ensure information received for payroll timeously
7. Prepare and process EMP501&201 and all relevant statutory requirements by SARS, Dept. Labour
8. Regular reports for the CFO & CEO
9. Administer and process employee pension fund
10. Verify and capture all employee contract documents for new/existing employees
11. Ensure compliance to relevant legislation and internal policy
12. Responding to employee questions about compensation, taxes, benefits, and deductions

Instructions:

- a) Applications letter together with CV, Certified qualifications and certified ID Copy must be enclosed in the envelope and forwarded to the above-mentioned addresses.
- b) Vaalharts Water User Association is guided by the principles of the Employment Equity Act No 55 of 1998 which are also on its Employment Equity Plan, **women and people living with disability will get first preference.**
- c) Canvassing by applicants will lead to automatic disqualification.
- d) Vaalharts Water User Association reserves a right not to appoint any applicant.
- e) Applications received after the closing date will not be considered.

For enquiries contact: HR Manager: Mr. MV Mokoena at 053 456 0131 during working hours.

CLOSING DATE 17 February 2023

By Post
CEO
Vaalharts Water
P O Box 4
Jan Kempdorp
8550

Hand delivered to:
CEO
Vaalharts Water
882 Van Riebeeck Avenue
Jan Kempdorp
8550