Vacancy: Payroll Co-Ordinator

MIET AFRICA, a regional NGO working in education development, requires a Payroll Co-ordinator. 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 monthly
   - 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, with a payroll of at least 300 staff
- 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 CO-ORDINATOR”
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
   • Other relevant qualifications

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 3 November 2021.

Only shortlisted candidates will be contacted.