



INTERNAL & EXTERNAL RE – ADVERTISEMENT (Candidates who previously applied are encouraged to re-apply)

JOB TITLE: Payroll Manager	SALARY GROUP: D2	LOCATION: PRASA Corporate Office, Braamfontein
DEPARTMENT: Finance	POST NUMBER: TBA	REFERENCE: R&S/PARM/PMF/261

DEPARTMENTAL MISSION: To manage payroll administration activities and support debt management functions for Corporate Office and for senior and executive managers at Metrorail Head Office.

OUTPUTS:	<ul style="list-style-type: none"> To Manage Payroll Administration within PRASA Corporate and Metrorail Head Office, by ensuring and verifying that all inputted salary related transaction are inline with prescripts regulations/ policies To Compile payroll related reconciliations and reports such as :Compensation of Injuries on Duty Act,SARS reconciliations, cost centre reports, monthly payroll reports to line managers for checking, To Provide advice and guidance on payroll related matters by guiding and supporting employees on matters of benefits and package remuneration structure etc. To Exercise control over salary related suspense accounts by following up, adjusting and clearing.and reconciling all suspense accounts. To Manage salary related debts and maintenance of payroll records by ensuring that all salary related debtors are recorded followed up and monthly debt statement are forwarded to the debtors To Maintain leave records in terms of absenteeism, leave ect. and ensuring that all documentation are kept on file and updated for audit purposes To Manage staff in line with PRASA policies and procedures
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KNOWLEDGE:	SKILLS:	ATTITUDES:	CAPABILITIES:
<ul style="list-style-type: none"> Knowledge of Basic Conditions Employment Act, Employment Equity Act, Skill Development Act, Pay As You Earn (PAYE), South African Revenue Services prescripts and regulations Internal policies, processes, procedures and systems SAP Payroll module MS office 	<ul style="list-style-type: none"> Time management Skills Communication skills interpersonal Skills Decision making Influencing Skills Analytical Thinker Problem solving 	<ul style="list-style-type: none"> Discretion Tact and diplomacy Detail oriented Client/Customer oriented Honest and integrity 	<p>Minimum Requirements:</p> <ul style="list-style-type: none"> Grade 12 NQF level 6/ Payroll & Taxation Diploma, National Diploma in Accounting or other related qualifications <p>Experience:</p> <ul style="list-style-type: none"> 5 years' experience in payroll environment, of which at least 3 years at management level

Please apply by completing an internal application form and submitting this together with your complete CV to: Manager:
 Recruitment & Selection: PRASA, Private Bag X101, Braamfontein, 2017, Or 1st Floor, PRASA Umjantshi House, 30 Wolmarans
 Street, Braamfontein. For the attention of: Odirile Ndhlovu or email: Corp.recruitment@prasa.com

CLOSING DATE: 05 December 2023

Should you not hear from us within three (3) months from the closing date, please consider your application unsuccessful.

By responding to this vacancy advert irrespective as to how such information is submitted, you consent to the collection, collation, processing and storing for such information and the use and disclosure of such information in accordance with the PRASA data privacy protection policy. PRASA shall take all reasonable measures to protect the personal information of candidates/applicants and for the purpose of this disclaimer "personal information" shall be defined as detailed in the Promotion of Access to Information Act, Act 2 of 2000 ("PAIA") and the Protection of Personal Information Act, Act 4 of 2013 ("POPI")

A copy of PRASA's Privacy notice is available on the website or on request.

ISSUED BY CORPORATE RECRUITMENT OFFICE	As per PRASA Employment Equity Plan, this position is earmarked as follows:	MALE				FEMALE			
		African	Indian	Coloured	White	African	Indian	Coloured	White
		X	X	X		X	X	X	X