



VACANCY
PAYROLL ADMINISTRATOR, STELLENBOSCH

Position Title: Payroll Administrator (Head Office)
Duration: Three-year contract
Location: Stellenbosch/Remotely

BACKGROUND

Peace Parks is a non-profit conservation organization that specializes in conservation at scale through the development of Transfrontier Conservation Areas and the long-term management of key protected areas in partnership with government conservation agencies and communities within these landscapes. We currently focus on the development of five priority transboundary landscapes measuring over 65 million hectares throughout southern Africa and the co-management of ten national parks and protected areas covering over 5.2million hectares.

JOB PURPOSE

To assume responsibility for the administration and processing of payrolls in a diverse, dynamic and rapidly developing non-profit organization (NPO) which is a leader in management of conservation at scale and comprises a workforce of +- 250 staff in various SADC countries wherein the organization has an operational presence.

ROLE ACCOUNTABILITIES

Payroll Administration

- Manage an in-house payroll system, including maintenance and control of payroll specifications
- Capture payroll changes, earnings, and deductions on Sage 300
- Update personal and role changes on payroll.
- Respond to payroll queries.

Contract Administration

- Track contracts for extension as well as checking valid work permits, passports and visas.
- Draft and distribute visa & confirmation of employment Letters.
- Complete staff resignation process
- Draft and distribute salary adjustment letters.

Benefits Administration

- Assist and guide employees regarding employee risk benefits to which they may be entitled.
- Assist and guide employees regarding claims processes for disability, IOD claims and where appropriate, medical insurance claims.

Performance Management Administration

- Keep accurate records for the Performance Appraisal process
- Generate reminders for employees who are due for Performance Appraisals

Leave Administration

- Manage the accrual and taking of leave on multiple platforms.
- Process maternity applications

Generate standard and customized reports.

- Extract and distribute month end payroll and staff movement reports.
- Extract and report Employment Equity data annually
- Preparation and submission of monthly and annual foreign statutory and employee benefits returns.

Governance and Monitoring

- Maintenance of complete and accurate employment database information and payroll database.
- Assist with annual payroll audits (external auditors)

Minimum Requirements:

- Relevant qualification and 7 - 8 year's payroll administration experience essential
- Proficiency in Sage 300 People Payroll and HR Administration systems is a must.
- In-depth knowledge of payroll processes, supported by understanding of statutory requirements, and employment, benefits, and tax legislation. Knowledge related to SADC countries and local currencies would be an advantage.
- Proficiency in all modules of MS Office 365 Professional, which includes SharePoint and MS Teams is essential. Experience using Microsoft Dynamics 365 would be an advantage.
- High degree of integrity and confidentiality, and excellent communication and inter-personal skills
- Highly numerate, well organized, and able to work to deadlines under pressure.
- Must be able to work as part of a team.

Interested candidates are invited to submit a cover letter detailing their interest in and suitability for the position and a Curriculum Vitae, with full address, telephone number, email address and contact details of at least three contactable references. These should be submitted by **6 February 2023**.

A competitive salary package will be negotiated, based on qualifications and experience.

Applications should be submitted to:

Human Resources

Email: applications@peaceparks.org

SHORTLISTED CANDIDATES will be contacted to attend an interview. Should you not hear from us within two weeks from the closing date, your application was unsuccessful.