

#### JOB TITLE – Payroll Accountant

**Position reports to** : Finance Manager : Group Shared Services  
**Direct Reports** : Payroll Controller, Payroll Officer  
**Office Location** : Adapt IT Durban Campus, but will consider JHB Campus

#### PURPOSE OF THE POSITION

To assist the financial manager with the management of the centralized payroll department, to be responsible for payroll accounting, statutory submissions and other accounting functions.

#### PRIMARY RESPONSIBILITIES FOR THE ROLE

##### PAYROLL

- Supervision of the payroll team
- To manage the centralised payroll function, ensuring the accurate and timeous completion of the monthly payrolls
- Ensuring timeous payments to employees and third parties
- Responsible for migration of payrolls and project manage the process
- Preparation of payroll analytics and exception reports
- Liaison with Service Providers re payroll related matters (Medical Aid, Retirement Funding, Group Insurance)

##### PAYROLL ACCOUNTING

- Accurate and timeous processing of Payroll Journals
- Accurate and timeous processing of Payroll Provision Journals
- Reconciling of payroll balance sheet recons and to ensure that outstanding items are cleared timely
- Quarterly reconciliation of payroll to the income statement

##### STATUTORY COMPLIANCE

- Monthly Submission of EMP201 returns
- Bi-Annual Reconciliation of and submission of EMP501 returns
- Monthly UIF submissions to the Department of Labour
- Annual Workmen's compensation returns
- Quarterly Reporting to Statistics SA

##### MANAGEMENT ACCOUNTS

- To ensure the accurate and timeous accounting and reconciliation of company transactions and the production of the company's monthly financial and management accounts by ensuring that all input documents are complete, accurate, correctly coded and authorized; reviewing creditor

payables, and all general ledger accounts on a monthly basis and attending to anomalies; and reviewing the purchase order module before month-end close to ascertain accruals and to confirm all recoverable expenses have been captured into time management system;

- Review of balance sheet reconciliations and ensure outstanding items are cleared timely;
- To assist with the compilation of the budgets and forecast models and be responsible for the maintenance thereof;
- To assist with the internal/external audit functions
- Other Functions:
- Perform analysis data and data trends and provide feedback, recommendations and commentary to management.
- Liaise with internal and external auditors and respond to audit recommendations and findings.
- Stays abreast of trends and regulations to ensure effectiveness and compliance for the finance function
- The incumbent is required to work under considerable pressure at times, particularly at month end and year-end.
- The position holder is an integral part in producing information that affects the groups decision making processes, financial reporting and cashflow, therefore the impact of using or producing incorrect figures cannot be under-estimated.

## **DESIRED SKILLS, EXPERIENCE AND QUALITIES:**

### **Education & Qualification**

- B.Comm Accounting Degree
- 8 years+ experience
- Practical accounting and employee tax knowledge
- Advanced Excel skills
- Sound knowledge of financial modelling packages
- A detailed knowledge of accounting procedures, computerized accounting principles of internal control and taxation are essential.
- Has worked in an environment which deals with multiple cost/profit centres
- Strong financial management experience and skills
- Experience in supervising and leading a team of at least 3 people
- Knowledge of SAGE would be an advantage.
- Knowledge of SAP Payroll would be an advantage
- Knowledge of migrations of accounting and payroll systems would be an advantage

### **Personality Attributes**

#### **Attributes**



- Work independently, with a high degree of responsibility
- Advanced communication: good interpersonal and communication skills and able to communicate clearly.
- Demonstrated ability to interface successfully at multiple organisation level
- Results oriented, capable of holding self and others to account on delivery
- Must have good planning and organizational skills
- Attention to detail and accuracy
- Must have good problem solving skills
- Ability to work under pressure and deadline driven
- Must have resilience
- Must have people focus skills: develop people and on the job coaching
- High level of numeric skills
- Excellent administrative skills: Be able to work with a high level of accuracy.
- Be able to work under pressure: Deadlines are very tight, accurate reporting is a must.
- Team work: Must be able to work as part of a team. Must be able to work reliably and responsibly with internal and external colleagues.
- Results driven
- Self-driven
- Assertive nature
- Logical thinker
- High levels of initiative
- Confident

#### Driving Value

- *Actively seeking and implementing opportunities to maximize value in any aspect of the business.*
- Setting a culture of continuously striving for better performance
- Challenging the current state in order to seek real improvements

#### Leading People

- *Motivating and developing people to deliver superior results in a responsible manner*
- Building and maintaining effective culture
- Creating a climate in which individuals and teams develop their potential and contribute their best
- Managing accountabilities and providing timely and constructive feedback
- Coaching and providing development opportunities that enable high performance

#### Leading Self

- *Taking responsibility and accountability for own behaviour, performance and development*
- Taking ownership for own performance and decisions and their impact on the business
- Demonstrating tenacity and resilience even when faced with obstacles

**Adapt IT Share Services**  
**PAYROLL ACCOUNTANT–JOB PROFILE**

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- Seeking opportunities for personal feedback, learning and development
- Acting decisively when tough or quick action is required

In accordance with Adapt IT's Employment Equity plans and goals, preference will be given to suitable applicants from the designated groups as defined by the Employment Equity Act of 55 of 1998 and subsequent amendments thereto.

Contact Person: [Jeanel Lenders](#)

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