



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

DEPARTMENT OF FINANCE

Sefako Makgatho Health Sciences University (SMU) is on a renewal path with exciting and unique opportunities to shape the training of medical and other health professionals, and scientists in general. We are on a vigorous campaign to attract top talent to join our exciting journey, as reflected in the opportunities below:

Payroll Officer (1 post)

Ref: 47/2024/NGM/P11

The University is looking for a dynamic and energetic individual who will be responsible for processing payroll and maintain payroll information, checking that information on the ITS system is accurate and do financial calculation before the payroll run at the end of each month. The incumbent reports to the Head: Payroll and must meet the requirements, competencies, and be responsible for the key performance areas listed below:

REQUIREMENTS

- An appropriate Accounting Degree or relevant finance qualification
- Minimum of four (4) years relevant experience
- Solid knowledge of employee tax and employee benefits (pension and provident fund and medical aid) and all other statutory requirements are a prerequisite
- Excellent Excel Spreadsheet skills
- Knowledge of the ITS payroll system will be an added advantage
- Accuracy and attention to detail
- Personal integrity, reliability and confidentiality
- Ability to function with various teams with effective interpersonal and communication skills
- Willingness to work out of normal working hours is non-negotiable
- Excellent client service skills
- Good interpersonal and communication skills (both verbal and written)
- Valid driver's licence

COMPETENCIES

- Technical / professional knowledge and skill
- Resource management
- Attention to detail
- Quality assurance and risk management
- Corporate governance
- Decision-making and problem-solving

- Communication and presentation skills
- Client/student service orientation

KEY PERFORMANCE AREAS

- Review and process documents received from HR department
- Process stop orders and any other changes required by staff members
- Do salary calculations, including monthly salary calculations
- Process payroll and maintain payroll information as required
- Prepare and maintain payroll related records and reports
- Reconcile and prepare all third party payments
- Research and resolve problems, perform scheduled activities and liaise with service providers
- Assist fellow employees with payroll queries
- Regulatory compliance on payroll matters
- Monitoring, evaluation and reporting
- Contribute to the overall development of SMU and actively improve Institutional culture
- Perform any other official duties as directed by the Head of Department

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Closing date: 29 May 2024

Applications from Employment Agency will not be considered.

Typed applications (**quoting the reference number**) which should contain a comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of Ms NG Motsamai, to the Human Resources Department, P.O Box 68, Medunsa, 0204 or e-mail applications in MS Word and PDF format, to hr.recruitment1@smu.ac.za

THE APPLICATIONS MAY ALSO BE POSTED OR HAND DELIVERED TO (PLACE IN THE APPLICATION BOX):

HUMAN RESOURCES DEPARTMENT, 5TH FLOOR, CLINICAL PATHOLOGY BUILDING, SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY, MOLOTLEGI STREET, GARANKUWA, OR HUMAN RESOURCES DEPARTMENT, P. O. BOX 68, MEDUNSA, 0204.

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents/information will result in your application not being considered.

Telephonic enquiries regarding conditions of service: (012) 521-3893

The Sefako Makgatho Health Sciences University is an Equal Opportunity and Affirmative Action Employer.

Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within 30 days of the closing date must consider their applications as unsuccessful.

The university reserves the right to make or not to make an appointment