

JOB TITLE: Payroll Officer

DEPARTMENT: Human Resource

REPORTS TO: Human Resource Team Leader

KEY STAKEHOLDERS AND RELATIONSHIPS

Human Resource Manager, Human Resource Team Leader, Head of Corporate Services, Team Leader Financial Operations, Senior Accountant, Team Leaders, Coordinators, External Stakeholders.

PURPOSE AND SCOPE OF ROLE

The primary responsibility of the role is to process all employees' wages and salaries on fortnightly basis, maintain an accurate and up to date employee data within the payroll system and provide stakeholders with accurate information timely basis.

KEY COMPETENCIES

Leadership Competencies

Accountability: Holds self and others accountable for measurable high-quality, timely, and cost effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes. Complies with established control systems and rules.

Customer Service: Anticipates and meets the needs of both internal and external customers. Delivers high-quality products and services; is committed to continuous improvement.

Communications: Makes clear and convincing oral presentations. Listens effectively; clarifies information as needed. Writes in a clear, concise, organized, and convincing manner for the intended audience.

Team Work/ Building: Inspires and fosters team commitment, spirit, pride, and trust. Facilitates cooperation and motivates team members to accomplish group goals.

Action Management/Decisiveness: Makes well-informed, effective, and timely decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.

Strategic Thinking: Formulates objectives and priorities, and implements plans consistent with the long-term interest of the organization in a global environment, Capitalizes on opportunities and manages risks.

Problem Solving: Identifies and analyses problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.

Safety Commitment: role models safe behaviours and ensures all staff are aware of their contribution to safety, supporting consequence management.

KEY RESPONSIBILITIES

The Position holder will undertake the following tasks:

1. Manage and maintain payroll database in the payroll system.
2. Process staff salaries and wages which involves the following tasks
 - Uploading of time sheets and processing annual leave advance payment, Long Service Benefit and other allowances due.

- Prepare and extract fortnightly payroll reports including payroll reconciliation for the fortnight with comparison from previous pay and commentaries;
 - Prepare payroll reports and submit to Accounts Payable to arrange payment to the various banks;
 - complete Disk Pay and submit to respective banks
3. Update HR payroll data including, LSL and LSB, Annual Leave advance and annual leave deductions and other staff deductions.
 4. Processing and reconciliation of Regulatory Payments (SINPF, HTC basic rate, SIG PAYE)
 5. Prepare and processing of the Employer annual income declaration and complete individual tax certificates annually.

KEY SKILLS

The Key Skills required for the role include:

- Ability to work effectively and efficiently without supervision (multi-tasking)
- Work with any payroll accounting
- Has high level of computer literacy
- Has the knowledge and skills to develop and implement plans, set goals, monitor activities, and report result and meet datelines
- Has the ability and enthusiasm to contribute effectively as a member of the HR Team
- Practical knowledge and experience in assessing employees' NPF contributions and PAYE tax
- Good English Oral and written Communication
- Problem solving and prioritising
- Ability to prepare reports as and when requested.

QUALIFICATIONS/EDUCATION AND EXPERIENCE

Qualification

- Diploma in Finance , Accounting or Business Studies or Commerce from a recognised tertiary Institution.

Experience

- Minimum of 4 years' experience in payroll in either private or public sector.
- Extensive experience in assessing employees' NPF contributions and tax assessments and compiling relevant reports and regulatory payments.