



INTERNAL ADVERT

The Mkhambathini Municipality hereby invites suitable qualified applicants to -apply for the following position:

DEPARTMENT: BUDGET AND TREASURY OFFICE

PAYROLL ADMINISTRATOR (PERMANENT POSITION)

REMUNERATION: R234 165.72 - R303 944.04 per annum (Task Grade 9 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS

- Grade 12/Matric
- BCom Degree / or National Diploma in Accounting/Finance.
- 2 years' relevant experience preferably in local government.
- A valid driving licence
- Computer literacy, with in-depth knowledge of Excel and Word

KNOWLEDGE SKILLS AND COMPETENCY

- Knowledge of MFMA, financial principles and related legislation.
- Knowledge of payroll administration, system and software (Knowledge of SAGE will be an added advantage)
- Excellent communication skills on all levels
- Ability to handle confidential information
- Strong analytical and problem-solving skills

KEY PERFORMANCE AREAS

- Processing payroll parameters / field on the system with regards to statutory deductions, rates of pay and transfers.
- Inputting relevant data against individual fields referring to source documentation in respect of salaries and allowances due.

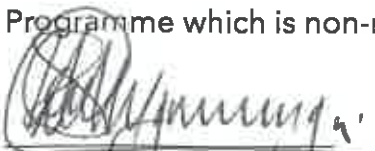
- Checking information, adjustment and calculations prior to extracting and forwarding the salary report and schedules for approval.
- Printing, checking and distributing the salary advice notification to individual members.
- Integrating pay system records to the general ledger, reconciling and correcting salary misallocations through the processing of relevant journals.
- Preparing schedules to reflect statutory and other relevant returns, forwarding to the immediate superior for approval and submitting approved reconciled schedules to the respective institutions.
- Printing and distributing member's income tax certificates, reconciling and seeking approval from the immediate superior prior to creating and forwarding electronic income tax data file to the Receiver of Revenue.
- Preparation of 3rd party payments

Application form (accessible from the municipal website and municipal office) clearly stating the position you are applying for, together with a comprehensive CV and certified copies of qualifications must be sent to the: **The Municipal Manager, Mkhambathini Municipality, Private Bag X04 Camperdown 3720 or hand deliver at No 18 Old Main Road, Camperdown, 3720 or emailed to:** Recruitment@mkhambathini.gov.za

Closing date: 24 January 2025. Kindly note that should you not be contacted within 30 days after the closing date, consider your application unsuccessful.

Enquiries regarding the post can be directed to Ms. N. Ziqubu Manager: Human Resources at 031 785 9378.

Mkhambathini Municipality subscribes to an Employment Equity, Affirmative Action Programme which is non-racist, non-sexist, and based on merit.



**MR. S. MNGWENGWE
MUNICIPAL MANAGER**